BT MultiJet 3000

Printer, copier and scanner

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Key features

PC printer

Connected to your PC, the BT MultiJet 3000 acts as a colour and mono printer giving you crisp, clear inkjet images.

Copier

Make up to 99 copies of a document or photograph in colour or black and white. You can adjust the settings and operate your machine from its control panel or from your PC.

Scanner

Scan documents and images direct to your PC.
The preview feature lets you select and scan a specific part of an image. You can convert a scanned document to text ready for editing.

Fax

Using your PC modem and the software provided you can send and receive faxed documents.

Email

Using your PC modem and email account, you can attach scanned images to outgoing messages.

Range of papers

Use your BT MultiJet 3000 to print on envelopes, transparencies, card and the full range of inkjet paper types.

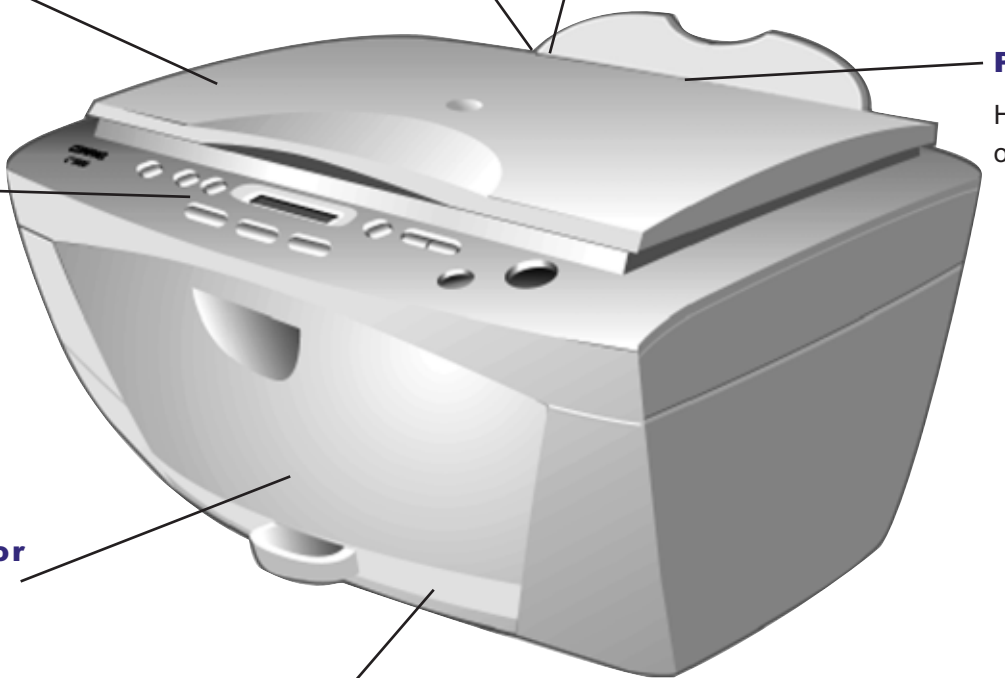
Photo cartridge option

If you print photographs, you can use a special photo cartridge to give you the best results on glossy photographic paper.

Removable cover for copying or scanning

If you want to scan or copy bulky items such as books, you can remove the scanner cover enabling you to lay the item flat on the scanner glass.

At a glance - front view



Paper width guide

Paper tray catches

Press down on the catches to open the paper tray so you can adjust paper width, load envelops or clear paper jams.

Scanner cover

Open to scan.

Paper tray

Holds up to 100 sheets of A4 paper.

Control panel

Front compartment door

Open to access the ink cartridges and scanner lock.

Printed document tray

Extend the tray to hold printed pages.

At a glance - control panel

Power

Switch on or off.

Form Feed

Press to restart printing after adding paper in the paper tray. Press to eject paper if paper is not ejected automatically after printing.

LCD Display

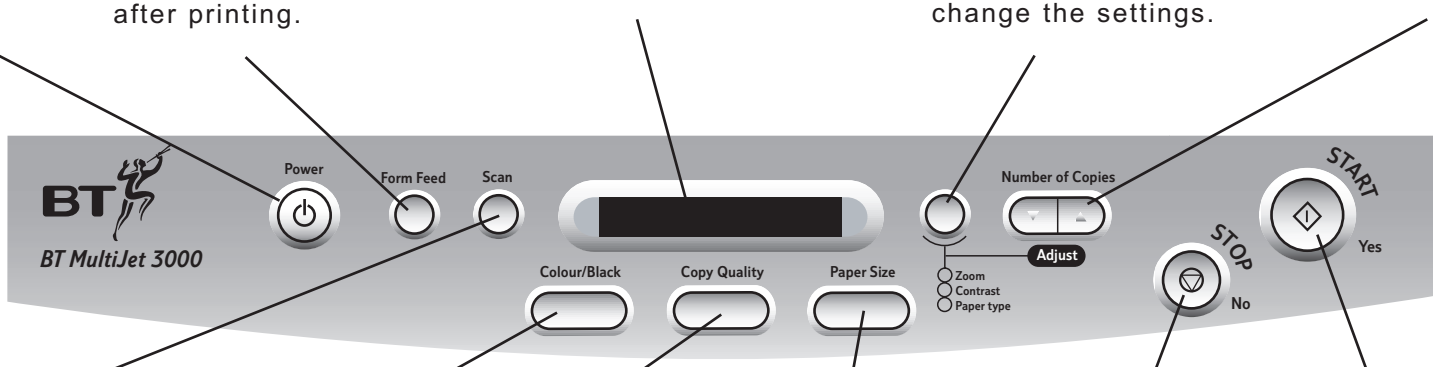
Displays current copy information and menu options. e.g. [CLR - NORML - A4 - 1] Colour/Black – Quality – Paper Size – Number of Copies

Zoom, Contrast, Paper type

Press to select Zoom, Contrast and Paper type. Use the Adjust buttons to change the settings.

Number of Copies/Adjust

Sets the number of copies and used to change the settings



Scan

Press to determine the destination of the scanned image. Press and hold to align or clean inkjet cartridges.

Colour/Black

Selects colour (CLR) or black (BLK) copying

Copy Quality

Sets the copy resolution: Normal, Fine or Quick

Paper Size

Set paper size to be scanned A4, B5 or Letter (LTR)

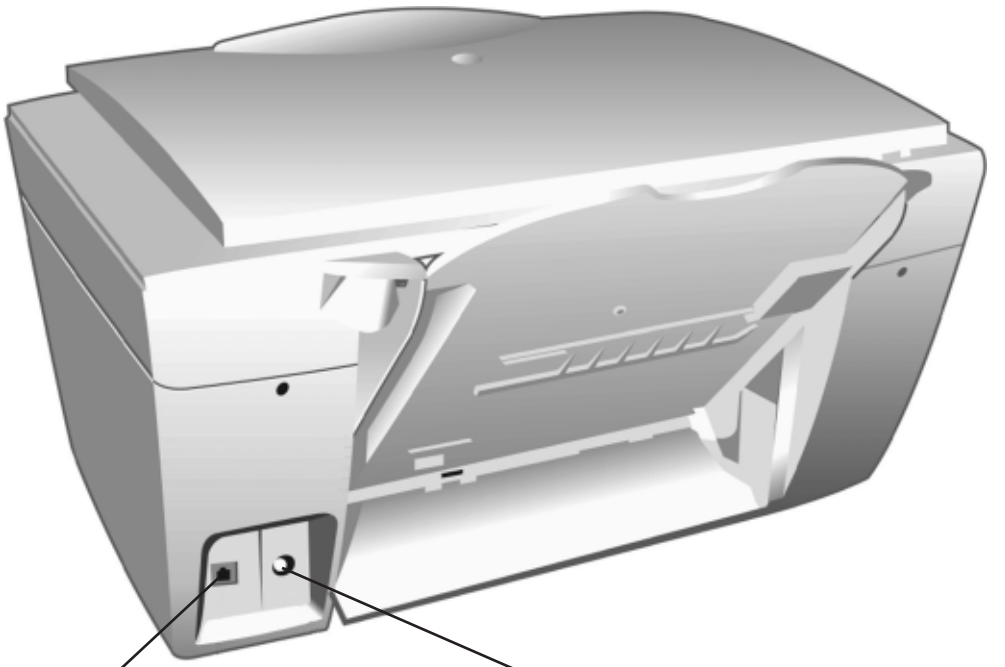
STOP/No

Provides the option to stop any action in progress. Answers NO to questions asked in the display.

START/Yes

Starts a copy or scan job. Answers YES to questions asked in the display.

At a glance - back view



USB socket

Connects the USB cable to your PC

Power input socket

Introduction

Unpacking

When you unpack your BT MultiJet 3000 you should have:

- BT MultiJet 3000
- User Guide and PC software on CD
- Colour Ink Cartridge
- Black Ink Cartridge
- Mains cable
- Power Supply Adapter
- USB cable

For your records

It may help to record the following information in case you need to contact the Helpline

Date of purchase

Place of purchase

Serial number (on rear of unit)

(Proof of purchase is required for guarantee purposes, so please keep your receipt)

Safety information

General

Only use the power supply adaptor included with your product. Using an other power supply will invalidate your warranty and may damage the machine.

Never put foreign bodies into the machine. Their accidental contact with powered parts may cause a fire or electric shocks.

Disconnect the machine before you clean it.
Do not use liquid or aerosol cleaners to clean the machine.

Do not attempt to service the machine or lubricate moving parts yourself.

Do not expose to direct sunlight.

Do not stand your machine on carpets or other surfaces which generate fibres, or place it in locations preventing free flow of air over its surfaces.

Do not use your machine near water or spill liquid of any kind into it. Do not use it in damp or humid conditions such as bathrooms.

Do not expose your machine to fire, explosive or other hazardous conditions.

When the top cover is open, do not look directly at the scanner light in operation.

Setting up

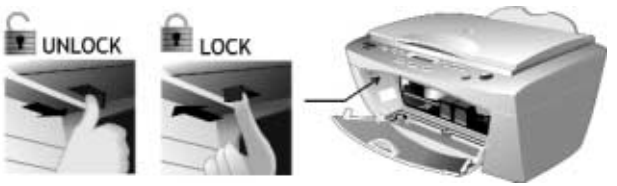
Planning the location of your BT MultiJet 3000

Place your BT MultiJet 3000 on a stable and flat surface.

DO NOT CONNECT TO THE POWER SUPPLY YET.

1 Unlock the scanner.

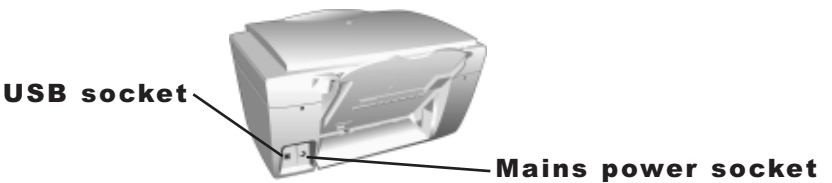
The scanner is locked to prevent damage during shipping. Before connecting to the power supply it must be unlocked.



Open the front compartment. In the upper left hand side there is a sliding lever. To unlock the scanner, push the lever inward until it stops.

Please Note
If you do not unlock the scanner before the power is turned on you will get an audible warning and the message **UNLOCK SCANNER**. You must turn the power off before unlocking the scanner.

2 Connect the mains power and USB cable to the BT MultiJet 3000



If the BT MultiJet 3000 does not autostart press the Power button.

3 Load paper

You can load up to 100 sheets of 75gsm A4 paper.

To set the paper width, press the paper tray catches and open the paper tray.

Paper Tray Catches

Load the paper into the tray. Squeeze the paper width guide and slide it to the edge of the paper.

Paper width guide

Lift the paper tray and press it against the back of your BT MultiJet 3000. Make sure both catches are securely in place to avoid mis-feeds or paper jams.

Once the paper width guide is set, you can load paper simply by sliding it into the paper tray.

4. Install the ink cartridges:

Make sure the Power is On (the LCD display is not blank).
Lower the front compartment cover. The ink cartridge carrier moves to the centre loading position.

Take the black cartridge. Remove the sticker and the tape. Insert it into the right hand compartment and push back firmly on the cartridge until it **snaps** securely into place.

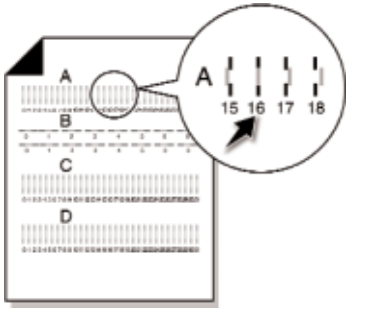
Warning
DO NOT touch the gold contact area of the print cartridge.

Repeat the procedure with the colour cartridge, placing it on the left-hand side.

Close the front compartment cover.

5 Align the cartridges.

Your BT MultiJet 3000 automatically prints an alignment page.



Under each group – **A B C D** - on the page, select the alignment number for the pattern that comes closest to forming a straight line. You can now set these numbers on your machine.

The display shows the first group letter A.

Adjust Press the **Adjust** buttons to select the alignment number you want for group A.

START Yes Press **Start/Yes** to confirm selection and to display B.

Adjust Use the **Adjust** buttons to select the alignment number for group B.

START Yes Press **Start/Yes** to confirm selection

Repeat for groups C and D.

The cartridges are now aligned.

6 Connect to your PC

Connect the USB cable to your PC's USB port (the PC can be on or off).

Add New Hardware Wizard
Windows has found the following new hardware:
Windows can automatically search for and install software that supports your hardware. If your hardware came with installation media, insert it now and click Next.
What would you like to do?
Automatic search for a better driver (Recommended)
Specify the location of the driver (Advanced)
< Back
Next >
Cancel

Important
For proper software installation, you MUST cancel the "Add New Hardware wizard" !

7 Install the BT MultiJet 3000 software on your PC.

Features include:

- Print from your PC.
- Scan images to your PC.
- Scan documents to email or word processing programs.
- Scan pictures for the Internet.
- Send or receive faxes.

The CD contains:

- Printer Driver – enables your PC to work with your BT MultiJet 3000 for printing.
- Scanner Driver - enables your PC work with your BT MultiJet 3000 for scanning.
- Unimessage Pro – manages your fax and email messages.

Installing the software

Before installation

Make sure you close all applications that are running, including Outlook and Exchange.

- Your copy of Unimessage Pro includes support for the sending and receiving of email messages via SMTP and POP3 services. You will need to know the address of your outgoing SMTP and incoming POP3 email servers.

e.g. pop3.mailserver.com
smtp.mailserver.com
post.mailserver.com

You also need to know the POP3 email account name and password and your own email address.

- If you access the Internet via a Windows Dial Up Network connection, make sure that you have installed a suitable modem driver under Windows and created the Windows Dial Up Network connection before you install Unimessage Pro. You will need to know the Windows Dial Up Network User Name and Password in Unimessage Pro even if these are already associated in Windows with the Dial Up Network.

If installing Unimessage Pro for use with a network

When using Unimessage Pro on a network with a separate file server, ensure that you install Unimessage Pro onto the server.

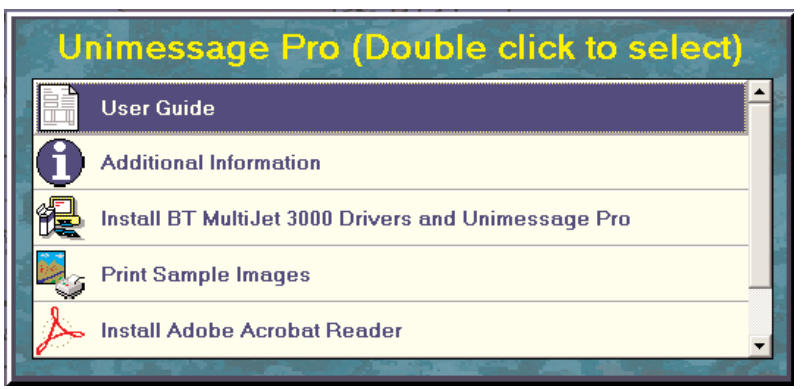
When using the peer-to-peer network functions provided by Windows® install Unimessage Pro onto the main PC's hard disk then share the Unimessage Pro folder that it is visible to all other Windows PCs where you want to be able to use Unimessage Pro. You must grant **full** access to the shared folder – read only access is not sufficient.

To install the BT MultiJet 3000 Drivers and Unimessage Pro software

Insert the BT MultiJet 3000 CD into the CD-ROM drive. The installation should start automatically.

If the CD does not run, you can start it manually.

- Click **Start**
- Click **Run**.
- Type **D:\setup.exe** (where **D** is the drive letter for your CD-ROM drive, usually d, e, or f)
- Click **OK**.


Unimessage Pro (Double click to select)
User Guide
Additional Information
Install BT MultiJet 3000 Drivers and Unimessage Pro
Print Sample Images
Install Adobe Acrobat Reader

- Double click **Install BT MultiJet 3000 Drivers and Unimessage Pro**.

- Follow the on-screen prompts.
- Click **Finish** when prompted. You should not need to change the default settings.
- Restart your PC

When your PC restarts, you are asked to complete the installation.

Please note
When installed your BT MultiJet 3000 is automatically set at the default printer and is normally set as the default scanner.

Step-by-Step Set up Wizard

After you have restarted your PC the screen shows the Unimessage Pro Device Wizard that will guide you step-by-step through set up and configuration

Please note
Depending on your system, some of the screens shown in this guide may not be exactly the same as those shown on your PC.

Important
For further information and advice, click the Help button on each screen displayed.

1.

The details you enter here will be used on your fax headers. Emails will contain your email address.

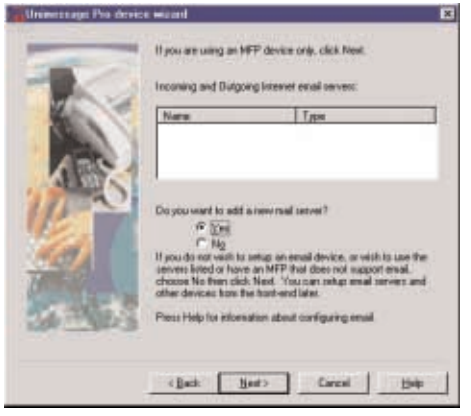
Enter details for
Name:
Organisation: enter your company name or press the spacebar **twice** to leave it blank
Address:
Supplier: optional
Tel:
Fax:
Email: enter your email address
Web: optional

- Click **Next**.

2.

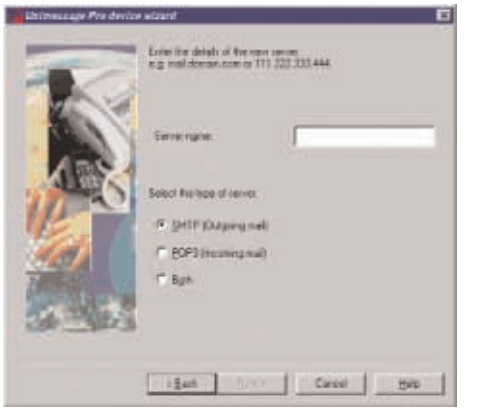
- Your version does not require a floppy disc. Click **Next**.

3.



- If you intend to send and receive emails using Unimessage Pro, select **Yes**
- Click **Next**

4.



Unimessage Pro can receive email messages from mailboxes on POP3 email servers and send email messages via SMTP email servers.

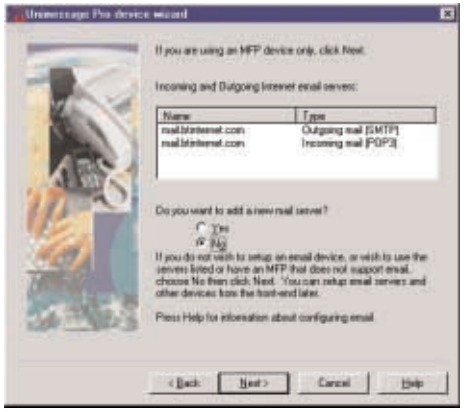
Either:

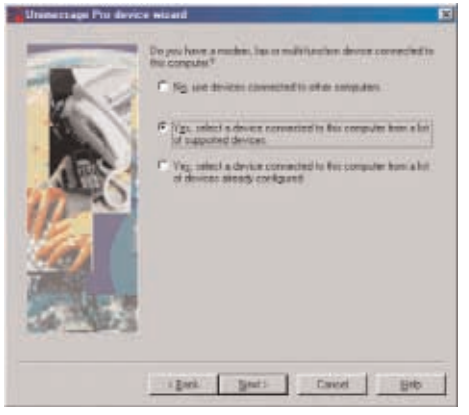
- Enter the SMPT server name.
- If this is the same name as your POP3 server, select **Both** then click **Next**
- At the next screen, click **No** then **Next**. The following screen will show the same server name for both SMPT and POP3.

Or if your SMPT and POP3 server names are different:

- Enter the SMPT server name and click **Next**.
- When the next screen is displayed, click **Yes** to add more servers.
- Now enter the POP3 server name, select **POP3** and click **Next**.
- The screen now shows the servers you have entered. Click **No** then **Next**.

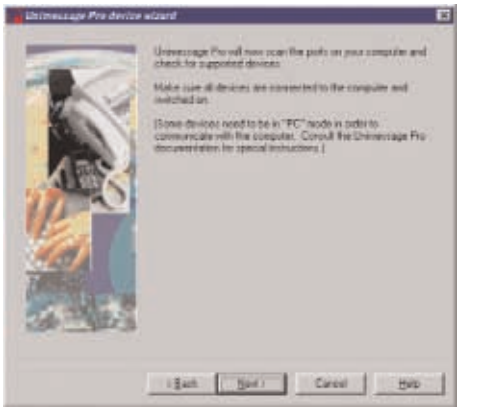
5.





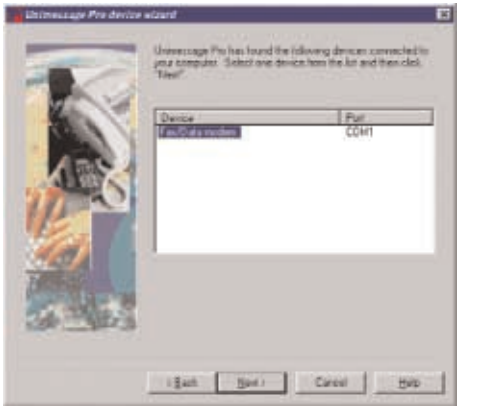
- Select the second option down **Yes, select a device…from list of supported devices**.
- Click **Next**.

6.



- Click **Next**.

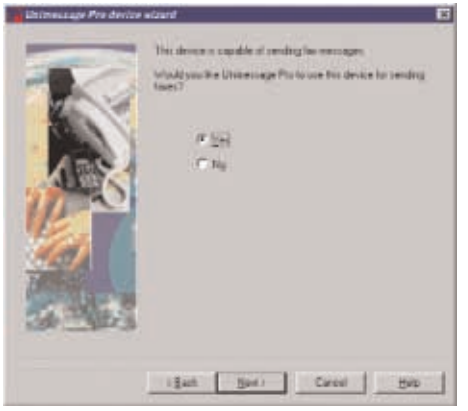
7.



Unimessage Pro has checked the ports and may have found one or more devices.

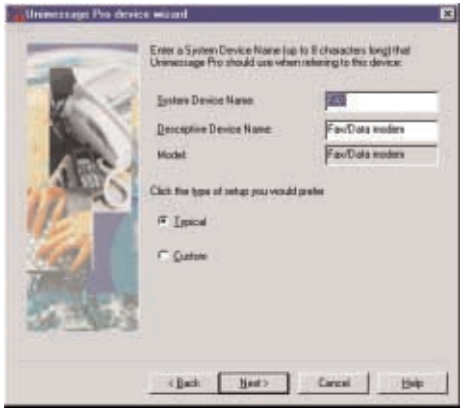
- Click on the device (normally shown as a modem), that you want to use for sending your faxes and emails.
- Click **Next**.

8.



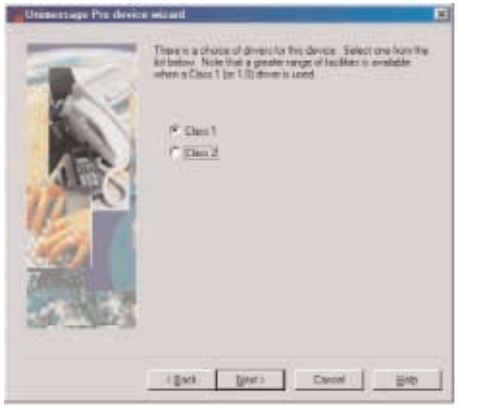
- If you want to send and receive faxes, select **Yes**.
- Click **Next**.

9.



- Enter the system name you want or accept the default name.
- To accept the recommended set up, select **Typical** then click **Next**.

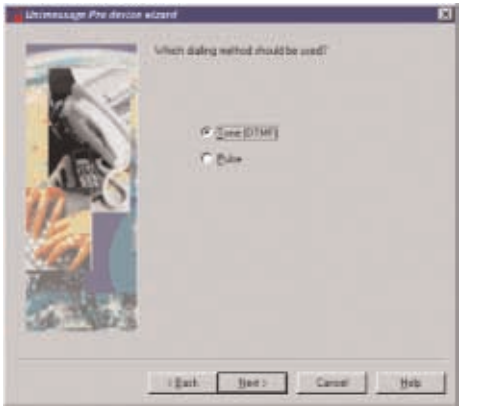
10.



- If this screen is displayed, select the type of modem you have. If you are not sure, it is more likely to be **Class 1**. Check the specifications of your Modem.

- Click **Next**

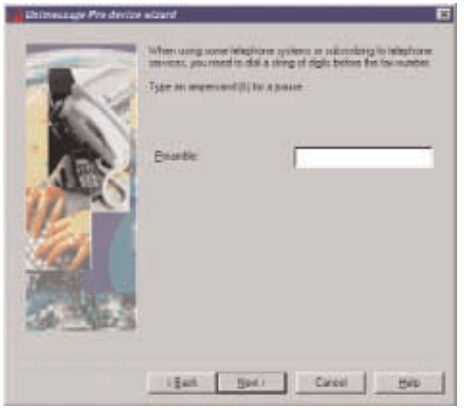
11.



Tone dialling is preset and is suitable for all direct lines and most switchboards.

- Click **Next**.

12.



- If you are not connected to a switchboard, click **Next**.

Or

- If your system is connected to a switchboard and you have to dial an access code to get an outside line (usually 9) enter it in the Preamble box.

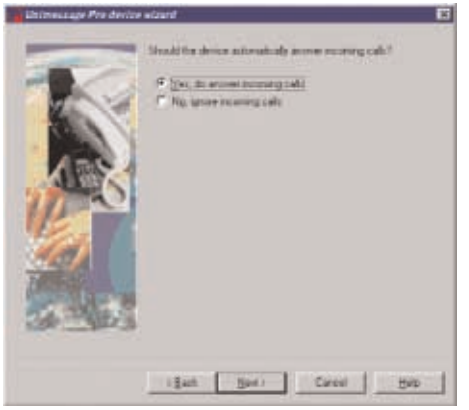
If you need to dial a code number to charge the cost of your fax messages to a different network service provider, enter the code number here.

If you need a pause anywhere in the dialling prefix enter '&' to give a pause of about one second.

- Click **Next**.

Please note
You can enter a forward slash '/' at the start of a fax number to ignore any prefix code you have entered.

13.

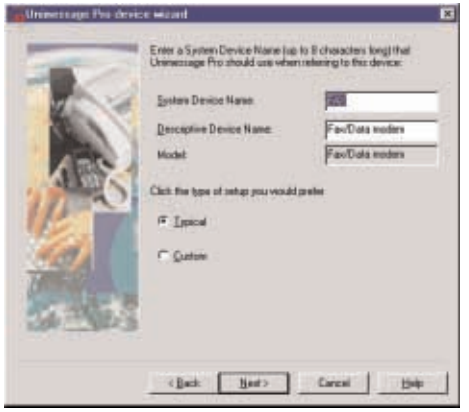


- Click **Yes** to automatically receive faxes directly into your computer.

Please note
To receive faxes, your PC must be switched on with Unimessage Pro running and it must be connected to a telephone line.

You can use Routing Rules to automatically print faxes on reception.

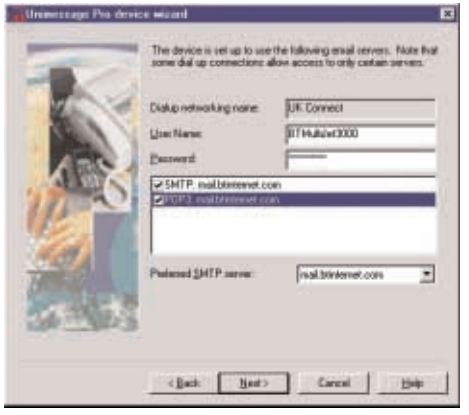
14.



If your modem works for fax and data, and you have added email servers on a previous screen, you are asked if you want to use it for email.

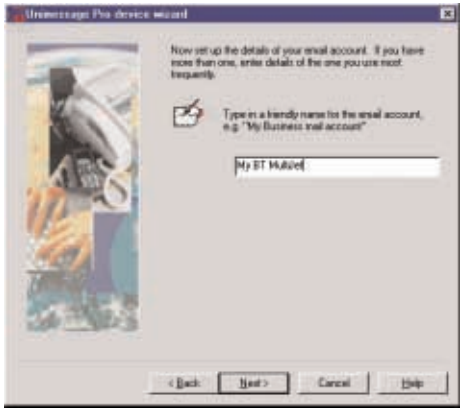
- Select **Yes** or **No**
- Click **Next**

15.



- Your Dial-up Networking name will normally be displayed. If you have more than one Dial-up Networking connection, click **Next** until the name you want is displayed.
- Enter the user name and password you use for internet access.
- Make sure the SMPT and POP3 are ticked.
- Click **Next**

16


Unimessage Pro device wizard
Now set up the details of your email account. If you have more than one, enter details of the one you use most frequently.
Type in a friendly name for the email account, e.g. "My Business mail account"
My BT Multivu
< Back
Next >
Cancel
Help

- Type in the name you want to call your email account, e.g. mymail.
- Click **Next**

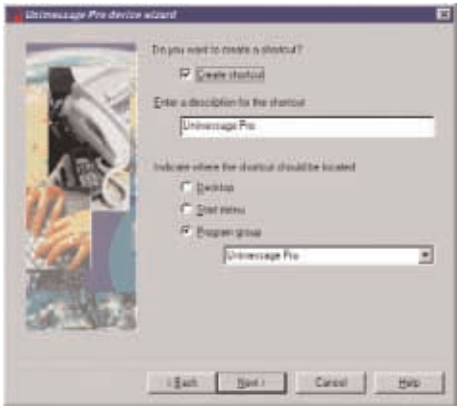
17.

- Enter your POP3 account name and POP3 password. This is the user name and password you normally use to collect your email.
- Click **Next**

18.

- Click **Yes** if you want your PC to dial up automatically to check for new emails. The check interval is preset to every 60 minutes. You can change this if required. The minimum check interval is every 15 minutes.
- When you have made the settings you want, click **Next**.
- When the next screen is displayed, click **Next**.

19.

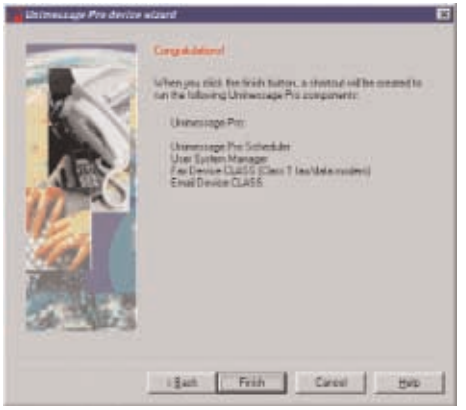


- You can change the name if required, e.g. BT Multijet 3000
- Select where you want the shortcut displayed:
  - desktop (this is the most convenient option for most users)
  - Start menu
  - in a program group

It is recommended that you create a shortcut on the desktop to make it easy to open the application.

- Click **Next**.

20.



This screen gives you a summary of the items you have selected.

- Click **Finish** to complete the operation or **Back** to go back to view or change settings.

21. Your Unimessage Pro completes installation and the Welcome screen is displayed.

Sending your first message

- First make sure your modem is connected to the telephone line.
- On the Welcome screen, click the **New Message** button.
- In the message dialogue screen that opens: - Click in the **To** box and enter a telephone number (to send a fax) or an email address (to send an email).
- Click in the **Subject** box and type the title of the message, e.g. Test.
- Click in the **message** box (the large box under the Subject box) and type your message.
- Click **Send** (the envelope icon) to send the message.

Enabling email and fax after installation

If, during installation, you did not choose to configure Unimessage for fax and/or email, you can now enable these features using the procedures below.

If you have neither fax or email set up and want to add one or both, go to **Add fax and/or email**

If you have fax set up and want to add email, you need to replace the existing modem configuration with one that can perform both functions then delete the original one. Follow instructions at **Adding email to fax**

If you have email set up and want to add fax, go to **Adding fax to email**

Adding email to fax and adding fax to email

If you want to add email and fax start at step 1. If you want to add fax only, start at step 18.

1. Open the **Welcome** screen.
2. Click **Browse Folders**.

You first need to set up your email account and servers:

3. Click **Set Up**.
4. Click **Email**.
5. Click the **Accounts** tab.
6. Click **Add**.
7. Enter a name for your account, e.g. mymail.
8. Enter your Email address.
9. Enter your Reply address: normally the same as your email address unless you want replies to go to another address.
10. Click the **Servers** tab.
11. Under incoming mail, enter your POP3 account name and password (the ones you use for receiving mail).
12. Click **OK**. The **Email setup** screen is shown.
13. Click the **Servers tab**.
14. Click **Add**.

Unimessage Pro can receive email messages from mailboxes on POP3 email servers and send email messages via SMTP email servers.

15. Enter the SMPT (outgoing mail) server name. Click **OK**.

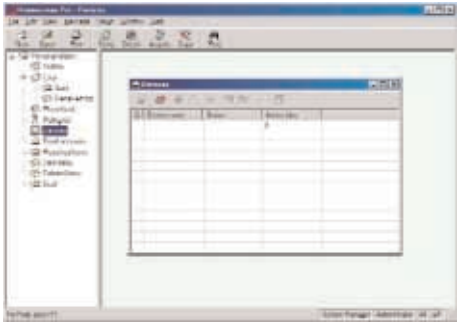
Note
If your SMPT and your POP3 servers have the same name, you can select **Both** to enter them both at once.

16. Click **Add**.
    Enter the POP3 server name. Click **POP3** then **OK.**

17. When the Outgoing and Incoming servers are shown, click **OK**.

You now need to configure your modem for email and/or fax.

18. Click **Devices** in the left hand column. The Devices folder is displayed.

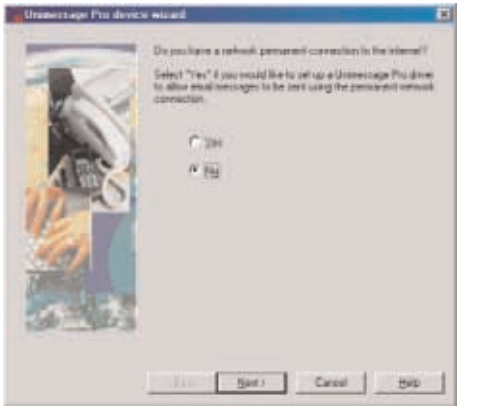


19. If you already have a device shown, click on it to highlight it.

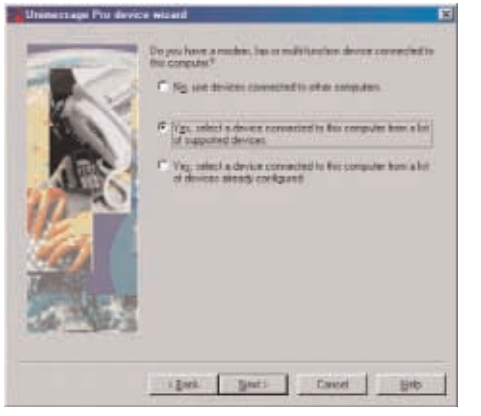
20. Click on the to log it off.

21. Click on the **New Devices** .

If you have added email servers, the screen shows Network Permanent Connection.

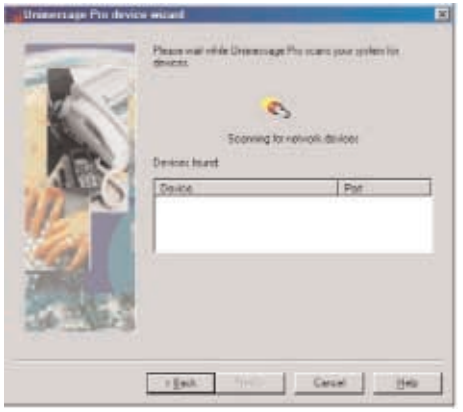


22. Select **No**, then **Next**.

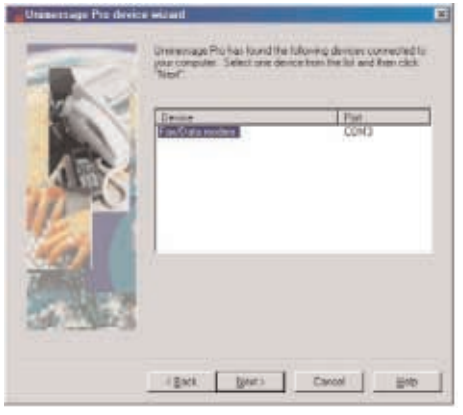


23. Select the second option down, 'Yes, look for...' then click **Next**.

24. Click **Next**. The software looks for the device.

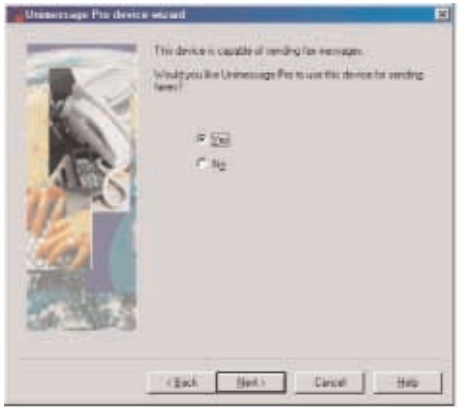


then

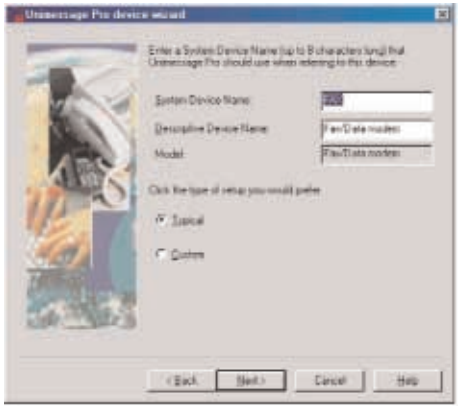


25. If more than one device is shown, select the device you want. Click **Next**.

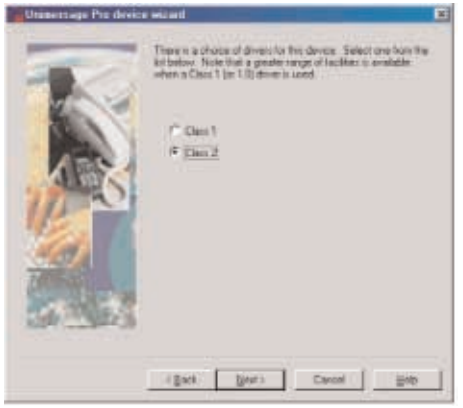
26. Click **Yes** if you want to be able to send and receive faxes. Click **Next**.



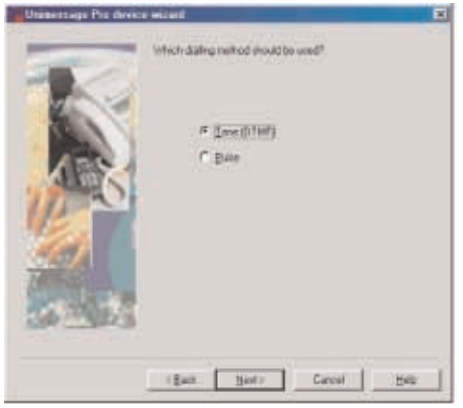
27. Enter any system device name you want. Click **Next**.



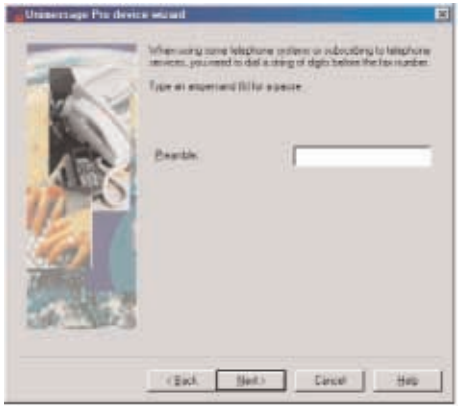
28. If this screen is shown, choose **Class 1** or **Class 2** (you need to check what class of fax modem you have, normally Class 1). Click **Next**.



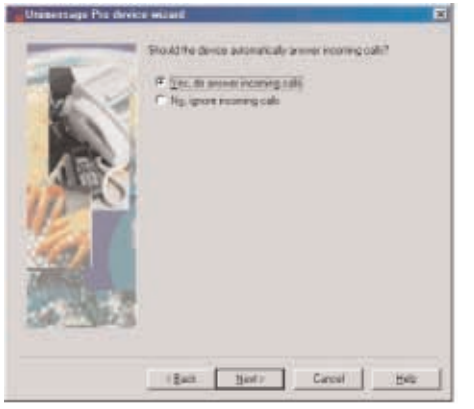
29. Select Tone. Click **Next**.



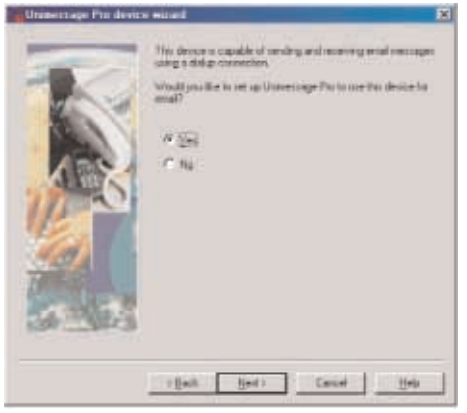
30. If you need to dial a number to get an outside line or are connected to a switchboard, enter the access code in the Preamble box. Click **Next**.



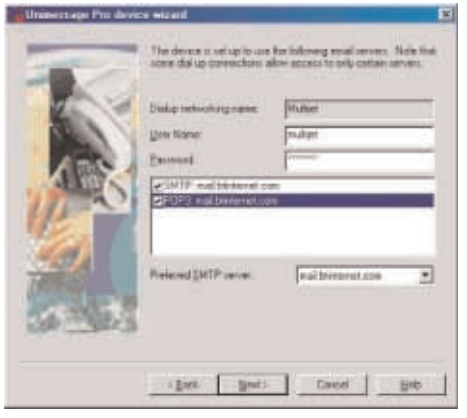
31. Select **'Yes, answer incoming calls'** in order to be able to receive faxes automatically. Click **Next**.



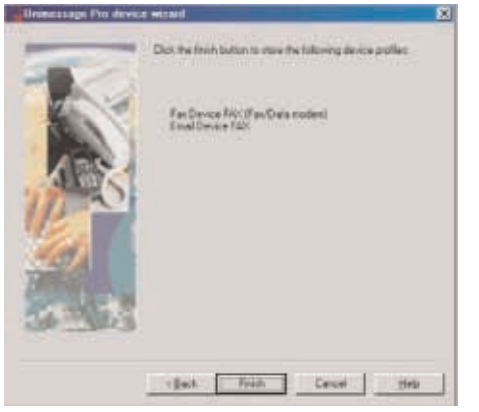
32. If you want to be able to send and receive emails, click **Yes** then **Next**.



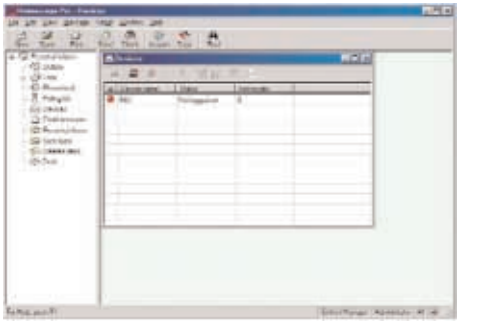
33. If you selected **Yes** on the previous screen, you now need to set up your Dial-up Networking connection. Your Dial-up Networking name will normally be displayed. If you have more than one Dial-up Networking connection, click **Next** until the name you want is displayed. Enter the user name and password you use for internet access. Make sure the SMPT and POP3 boxes are ticked. Click **Next** to display the Finish screen.



34. Click **Finish**.



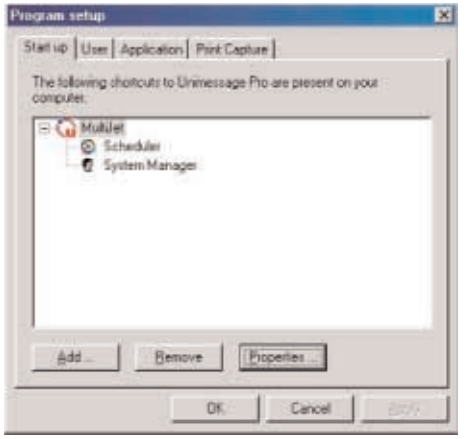
35. Your devices folder will now show your new modem.



You now need to set up the start up routine so that the new modem is made active when you open Unimessage.

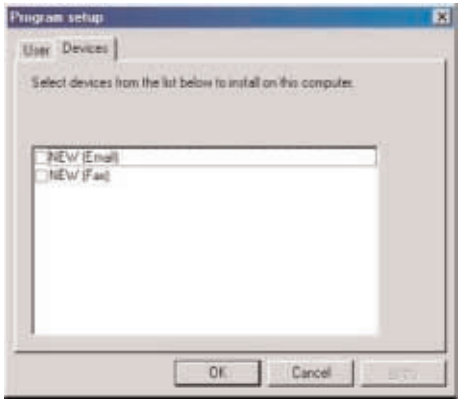
36. Click **Set Up**.

37. Click **Program**.

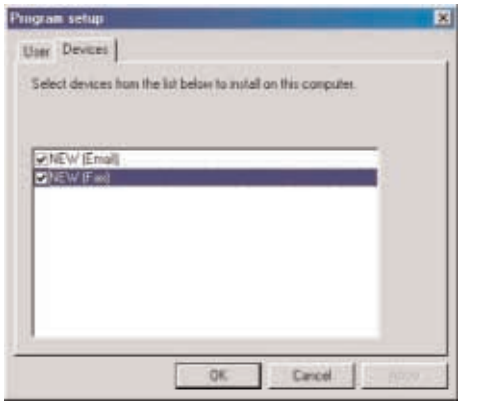


38. Click the Unimessage logo at the top of the list then click **Properties**.

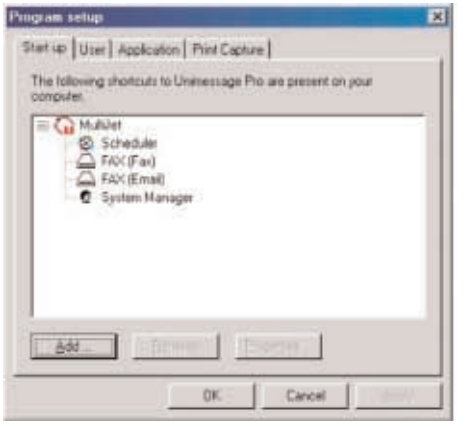
39. Click the **Devices** tab.



40. Click on the Email and/or Fax boxes to insert ticks.



41. Click **OK**.



42. Click **OK**.

43. Now close down Unimessage and then restart it to enable the new settings.

Adding email to fax

1. Open the **Welcome** screen.

2. Click **Browse Folders**.

You first need to set up your email account and servers:

3. Click **Set Up**.

4. Click **Email**.

5. Click the **Accounts** tab.

6. Click **Add**.

7. Enter a name for your account, e.g. mymail.

8. Enter your Email address.

9. Enter your Reply address: normally the same as your email address unless you want replies to go to another address.

10. Click the **Servers** tab.

11. Under incoming mail, enter you POP3 account name and password (the ones you use for receiving mail).

12. Click **OK**. The **Email setup** screen is shown.

13. Click the **Servers** tab.

14. Click **Add**.

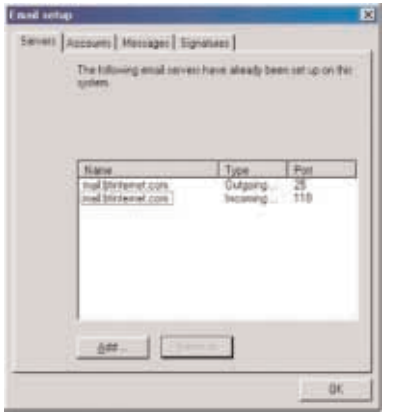
Unimessage Pro can receive email messages from mailboxes on POP3 email servers and send email messages via SMTP email servers.

15. Enter the SMPT (outgoing mail) server name. Click **OK**.

> **Note:**
> If your SMPT and your POP3 servers have the same name, you can select **Both** to enter them both at once.

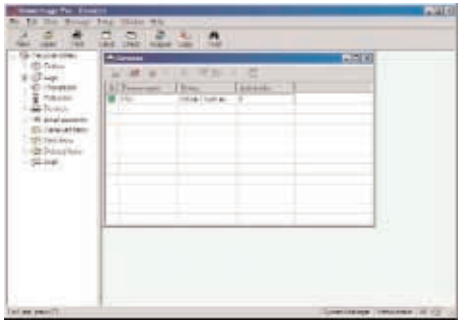
16. Click **Add**.
Enter the POP3 server name. Click **POP3** then **OK**.

17. When the Outgoing and Incoming servers are shown, click **OK**.

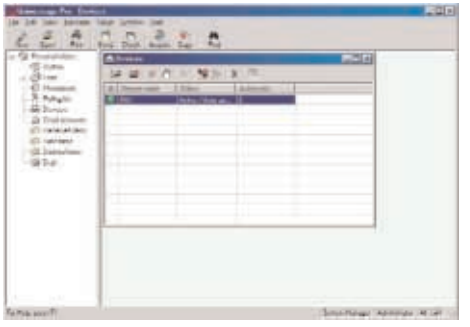


You now need to configure your modem for email and fax.

18. Click **Devices** in the left hand column. The Devices folder is displayed.

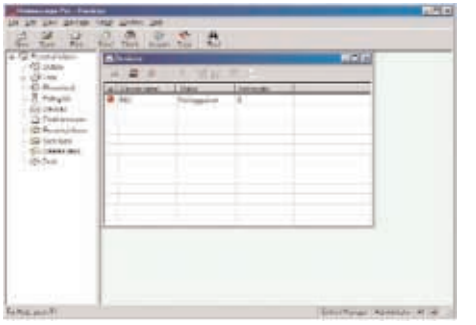


19. Click on the device to highlight it.

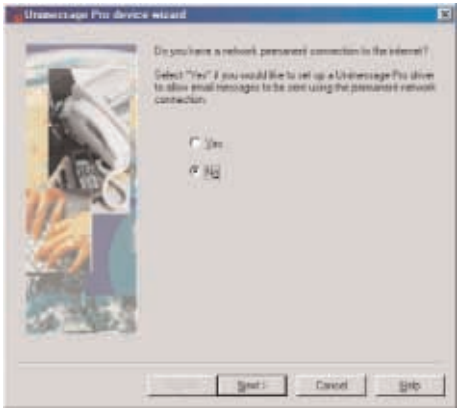


20. Click on the to log it off.

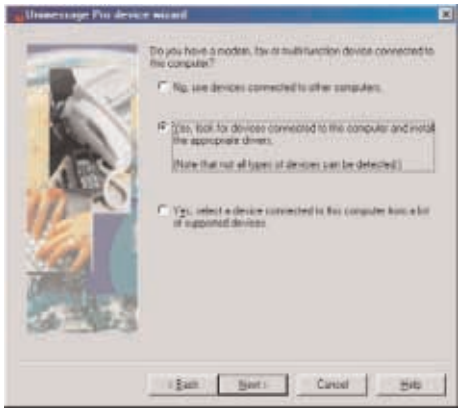
Click on the **New Devices** .



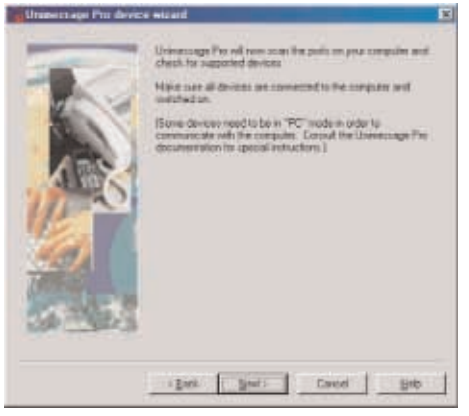
21. Select **No**, then **Next**.

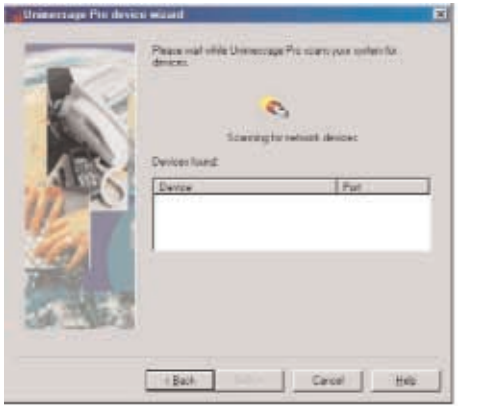


22. Select the second option down, ‘Yes, look for...’ then click **Next**.

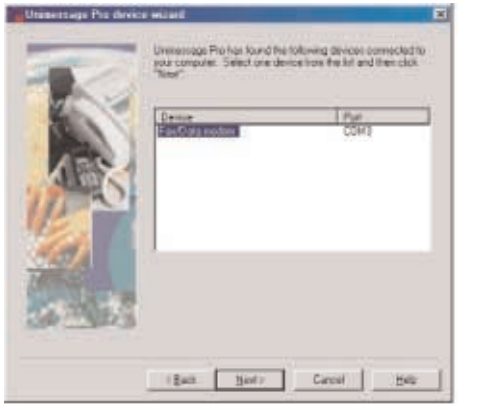


23. Click **Next**. The software looks for the device.



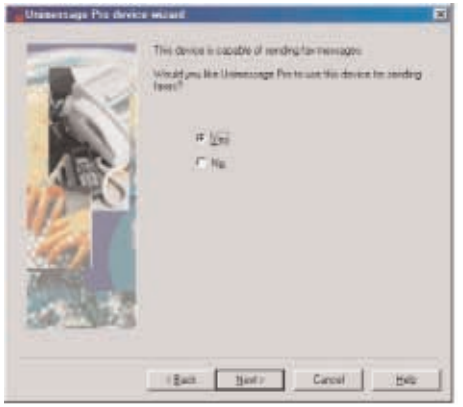


then

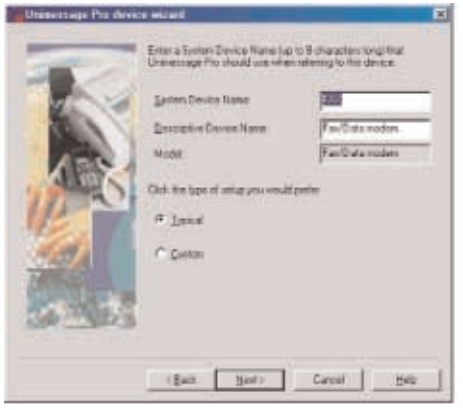


24. If more than one device is shown, select the device you want. Click **Next**.

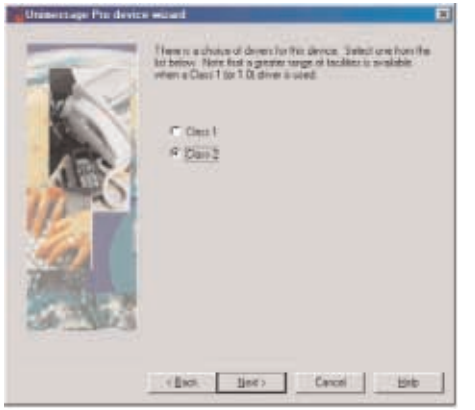
25. Click **Yes** if you want to be able to send and receive faxes (if you already have fax set up from your original installation you must still select **Yes** here). Click **Next**.



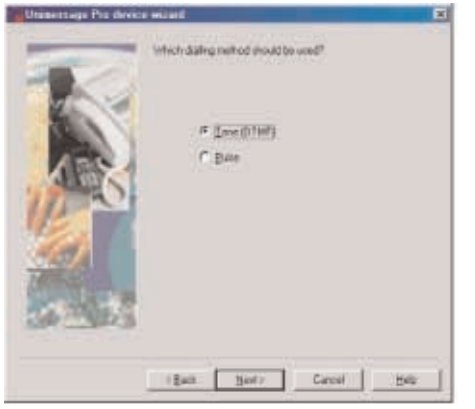
26. Enter any system device name you want (if you previously had a device configured use a name that is noticeably different to the previous one, e.g. "**NEW**".). Click **Next**.



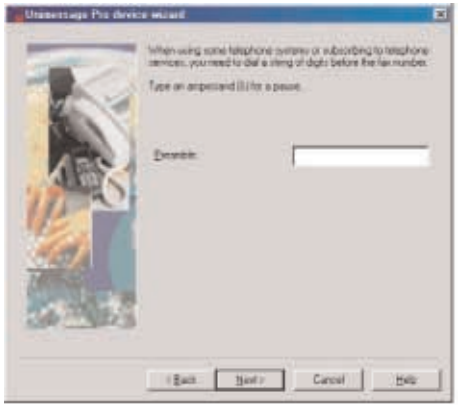
27. If this screen is shown, choose **Class 1** or **Class 2** (you need to check what class of fax modem you have, normally Class 1). Click **Next**.



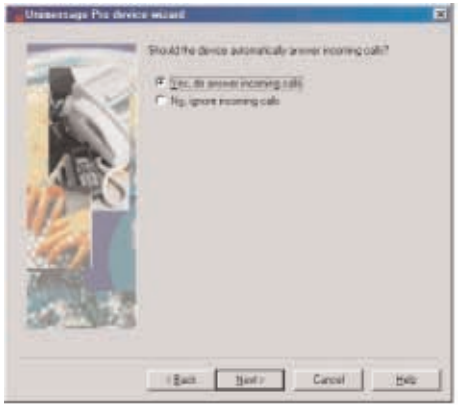
28. Select **Tone**. Click **Next**.



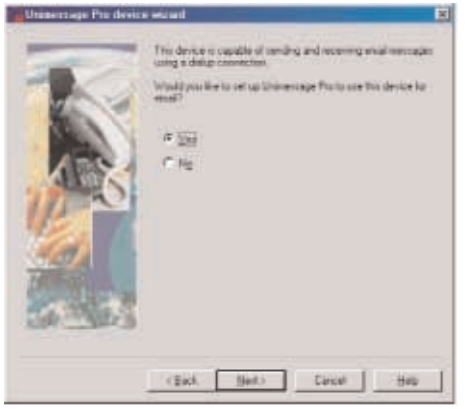
29. If you need to dial a number to get an outside line or are connected to a switchboard, enter the access code in the Preamble box. Click **Next**.



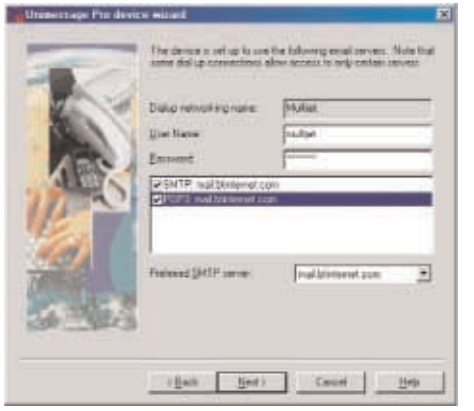
30. Select '**Yes, answer incoming calls**' in order to be able to receive faxes automatically. Click **Next**.



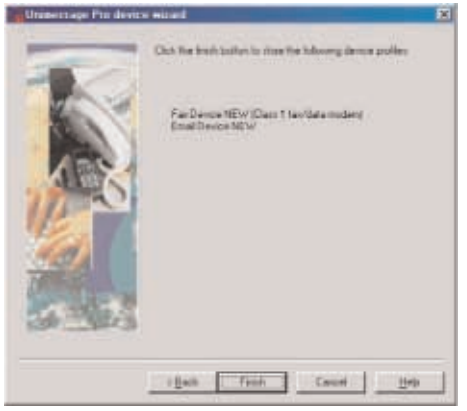
31. To be able to send and receive emails, click **Yes** then **Next**.



32. You now need to set up your Dial-up Networking connection. Your Dial-up Networking name will normally be displayed. If you have more than one Dial-up Networking connection, click **Next** until the name you want is displayed. Enter the user name and password you use for internet access. Make sure the SMPT and POP3 boxes are ticked. Click **Next** to display the Finish screen.

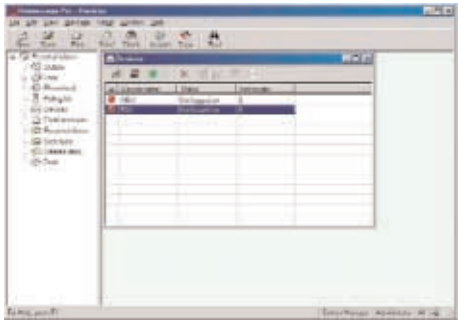


33. Click **Finish**.



34. Your devices folder will now show your new and old modem. You need to delete the old one. Click on it to highlight it then click on the DELETE ICON.

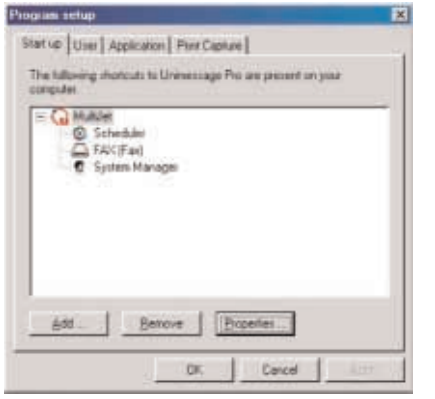
You now need to set up the start up routine so that the new modem is made active when you open Unimessage.



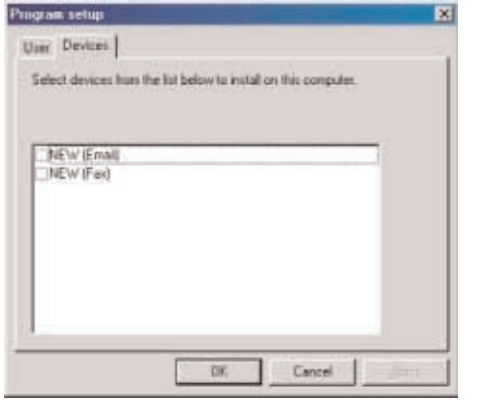
35. Click **Set Up**.

36. Click **Program**.

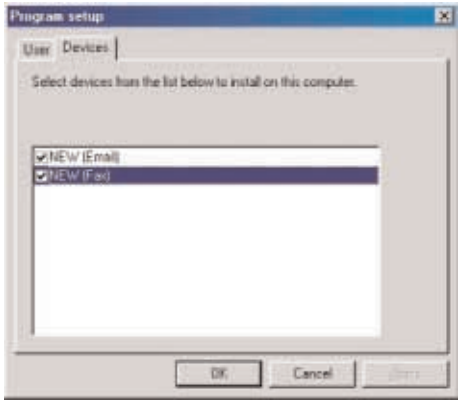
37. Click the Unimessage logo at the top of the list then click **Properties**.



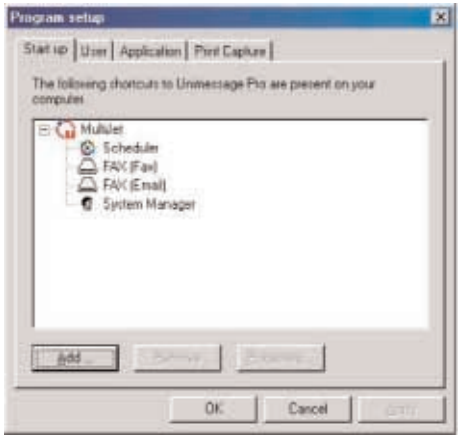
38. Click the **Devices** tab.



39. Click on the **Email** and **Fax** boxes to insert ticks.



40. Click **OK**.



41. Click **OK**.

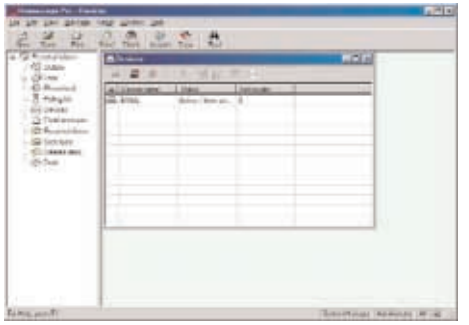
42. Now close down Unimessage and then restart it to enable the new settings.

Adding fax to email

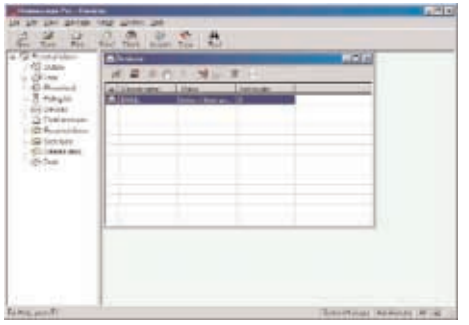
1. Open the **Welcome** screen.

2. Click **Browse Folders**.

3. Click **Devices** in the left hand column.
   The Devices folder is displayed.

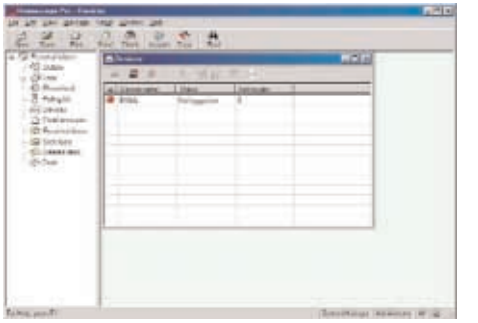


4. Click on the device to highlight it.

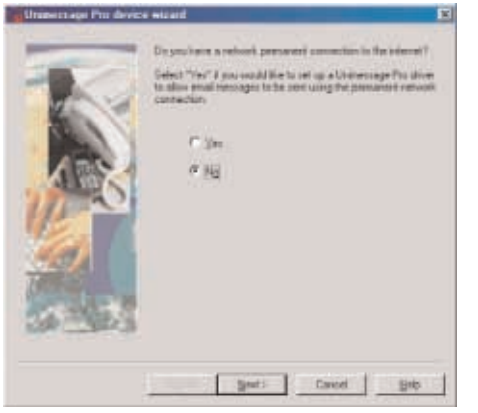


5. Click on the to log it off.

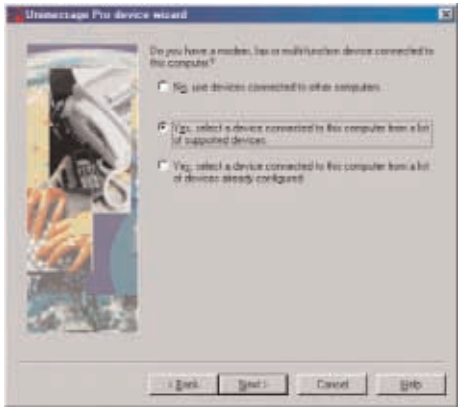
6. Click on the **New Devices** .



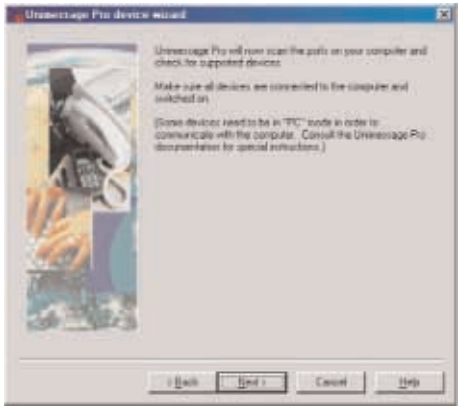
7. Select **No**, then **Next**.

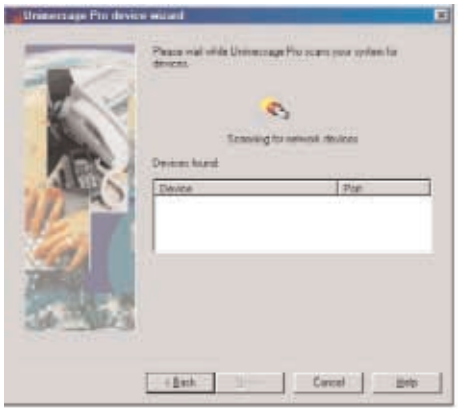


8. Select the second option down, 'Yes, look for...' then click **Next**.

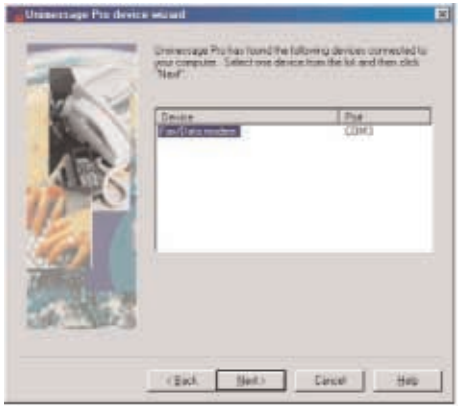


9. Click **Next**. The software looks for the device.





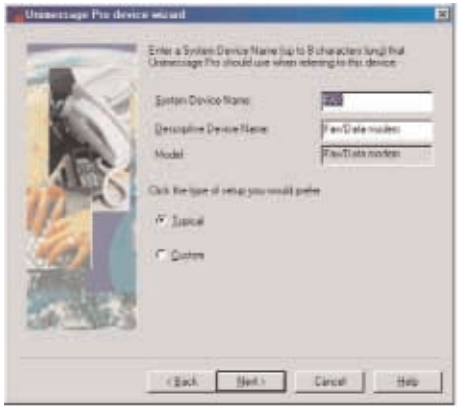
then



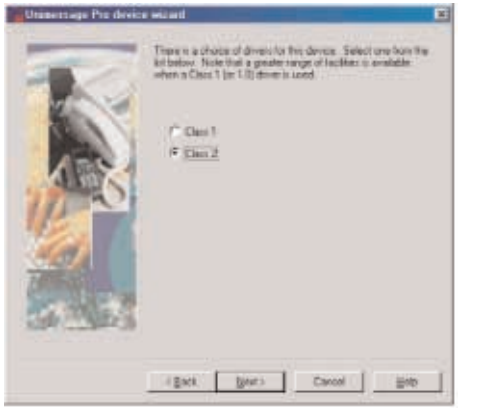
10. If more than one device is shown, select the device you want. Click **Next**.

11. Click Yes if you want to be able to send and receive faxes. Click **Next**.

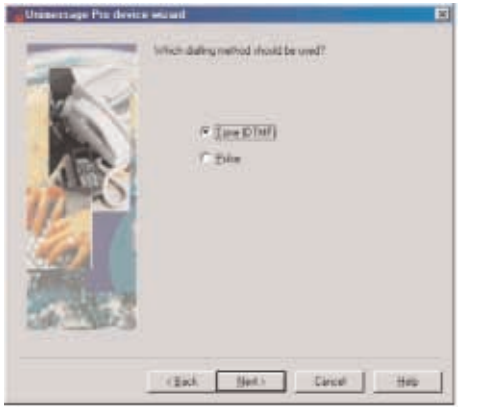
12. Enter any system device name you want (if you previously had a device configured use a name that is noticeably different to the previous one, e.g. "**NEW**".). Click **Next**.



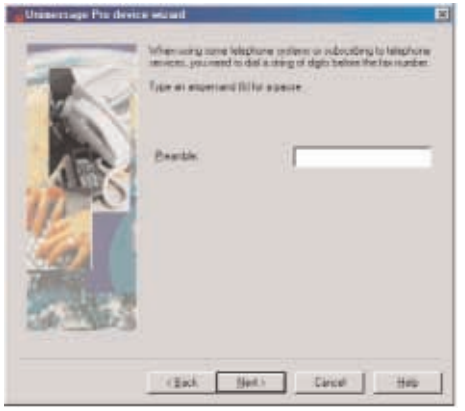
13. If this screen is shown, choose **Class 1** or **Class 2** (you need to check what class of fax modem you have, normally Class 1). Click **Next**.



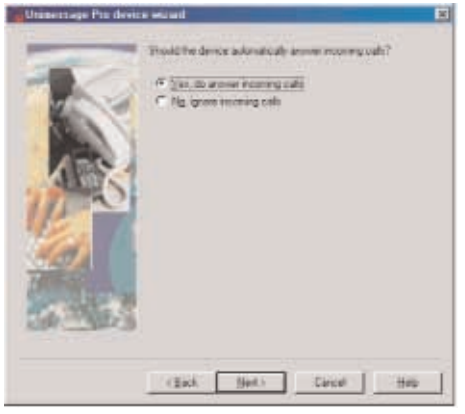
14. Select **Tone**. Click **Next**.



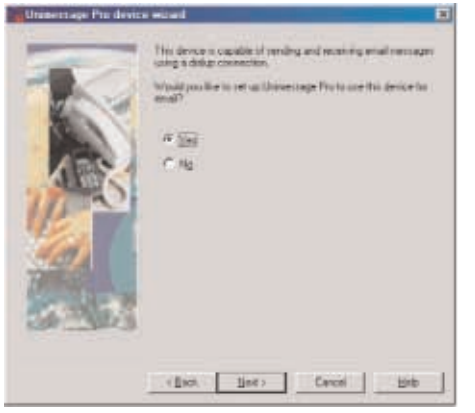
15. If you need to dial a number to get an outside line or are connected to a switchboard, enter the access code in the Preamble box. Click **Next**.



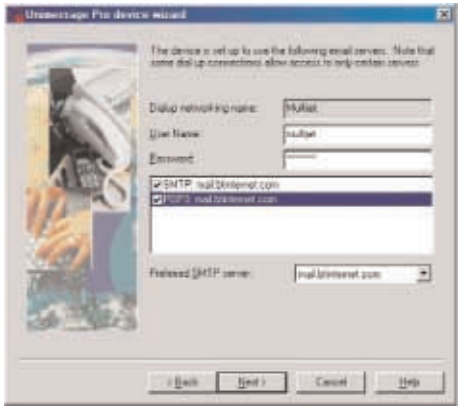
16. Select '**Yes, answer incoming calls**' in order to be able to receive faxes automatically. Click **Next**.



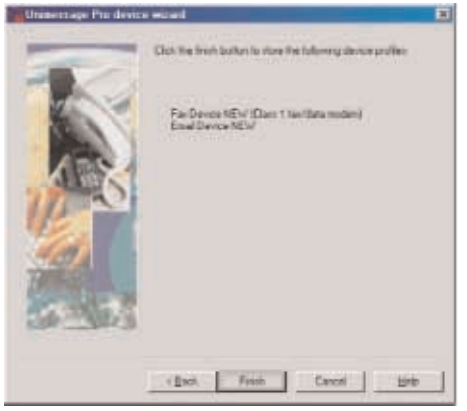
17. To be able to send and receive emails, click **Yes** (if you already have email set up from your original installation you must still select **Yes** here). Click **Next**.



18. You now need to set up your Dial-up Networking connection. Your Dial-up Networking name will normally be displayed. If you have more than one Dial-up Networking connection, click **Next** until the name you want is displayed. Enter the user name and password you use for internet access. Make sure the SMPT and POP3 boxes are ticked. Click **Next** to display the Finish screen.

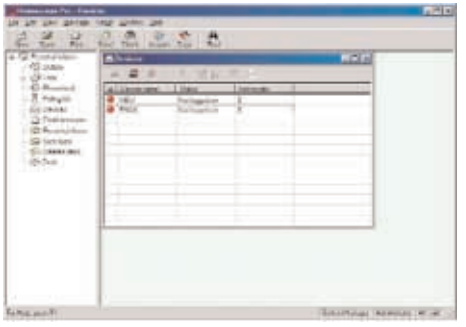


19. Click **Finish**.



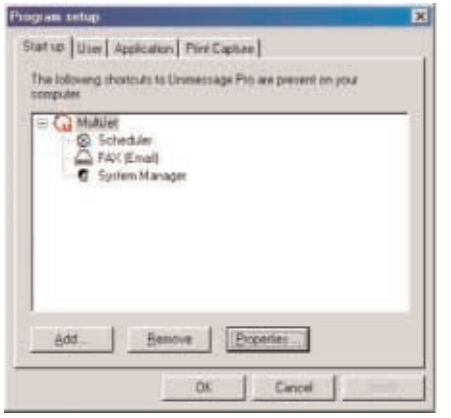
20. Your devices folder will now show your new and old modem. You need to delete the old one. Click on it to highlight it then click on the ✕.

You now need to set up the start up routine so that the new modem is made active when you open Unimessage.



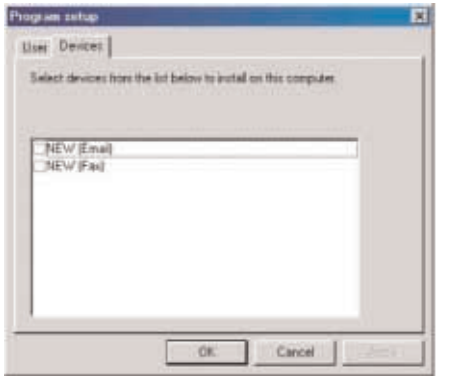
21. Click **Set Up**.

22. Click **Program**.

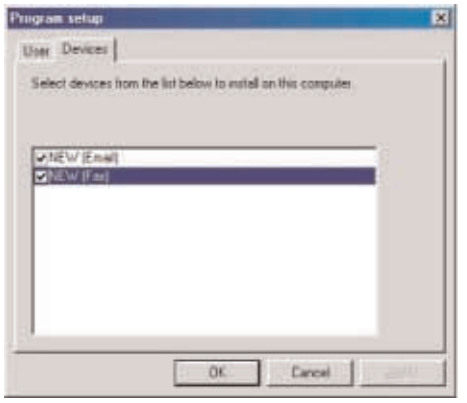


23. Click the Unimessage logo at the top of the list then click **Properties**.

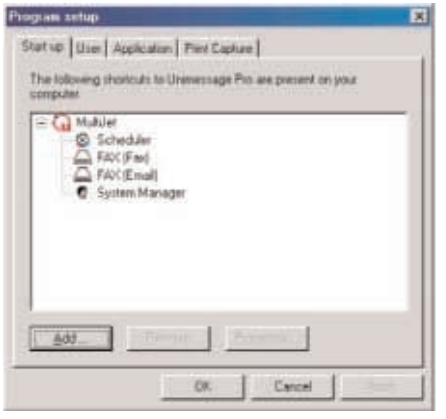
24. Click the **Devices** tab.



25. Click on the Fax and Email boxes to insert ticks.



26. Click **OK**.



27. Click **OK**.

28. Now close down Unimessage and then restart it to enable the new settings.

Uninstalling your PC software

To uninstall your PC software

All software and drivers are installed under the name Unimessage Pro.

- Click **Start**,
- Select **Settings**
- Click **Control Panel**
- Double click **Add/Remove Programs**
- Click **Unimessage Pro**
- Click the **Add/remove** button to start the removal process. On completion, it is recommended that you restart your PC.

Please note
When using Unimessage Pro on a LAN, remove Unimessage Pro on all the client workstations before finally removing it from the server.

Upgrading Unimessage Pro

Unimessage Pro can be upgraded for several reasons, including:

- To support several users on a network (LAN).
- To support more devices at the same time.

To upgrade your copy of Unimessage Pro

When using your Unimessage Pro software

- Click **Browse folders**.
- Click **Devices** in the left hand column to display the Devices folder.
- Highlight any active devices and click on the to log them off.
- Click **Help** to display the menu.
- Click **Live Upgrade**. A Unimessage Upgrade page will be displayed.
- Connect to the internet in your usual way.
- On the Upgrade page, click on the Upgrade button indicated to start the upgrade process.

Or, for more details, visit http://www.unimessage.co.uk, or contact your local Wordcraft International distributor (details are included on **http://www.wordcraft.co.uk**) or email **sales@wordcraft.co.uk**.

- If your copy of Unimessage Pro has been upgraded and you are installing for use with a network, you can create users during the installation process.

Each user is granted one of 3 access levels - Administrator, Supervisor or User - that determine what they are allowed to do.

- If your copy of Unimessage Pro has been upgraded to include support for email devices and you have either a permanent connection to the Internet or a Windows Dial-Up Networking connection to the Internet, you can configure Unimessage Pro to send and receive email messages:

Define any SMTP and POP3 email servers that you want to be available with Unimessage Pro.

Configure Unimessage Pro to use either your permanent connection or an existing Windows Dial-Up Networking connection to the Internet by selecting a device that can support data connections, such as a modem on the port that you have already defined a Windows Dial-Up Networking connection.

If you are using a Windows Dial-Up Networking connection you will need to enter User and Password details into Unimessage Pro even if these have already been entered when the connection was defined.

Select which SMTP and POP3 email servers can be accessed via the Unimessage Pro email driver.

Define the first email account and select whether it should be System-wide or User specific.
A System-wide email account is only available to Unimessage Pro Administrators and Supervisors and any email retrieved using a System-wide email account is added to the Network Inbox.

A User specific email account is available to the user associated with it as well as all Administrators and Supervisors. Any email retrieved using a User specific email account is added to the user's Received items folder.

- If the device you select or detect can support the sending or receiving of fax messages, and you want to use it to send or receive fax messages, you will need to configure it.

- When Unimessage Pro has collected sufficient information it will create a shortcut to start Unimessage Pro, which it will then run.

Please note
Additional devices can be defined clicking on **File**, then New, then **Device** at the PC to which the device is connected.

You may only have the number of devices permitted by your license active at any one time. You may be able to upgrade your copy of Unimessage Pro to enable you to use more devices at the same time if your message traffic requires it. Please refer your Unimessage Pro Administrator to the section on Upgrading Unimessage Pro if required.

If you have installed Unimessage Pro onto a local hard disk and want to use it from other PCs on a peer-to-peer network remember to share the Unimessage Pro folder with full access rights to all other PCs that you want to be able to use Unimessage Pro.

Before you can send email messages, you must have defined an email driver and an email account. If you configured Unimessage Pro for use with a fax machine during installation, you must define a new device and account for email messages.

Additional email accounts can be defined by clicking **File**, then **New** then **Email account**.

If you are using a Windows Dial Up Networking connection and are also connected to a network (LAN) using the IPX/SPX protocol, (for example, as on some versions of Novell Netware) you will be disconnected from the LAN while the Windows Dial Up Networking connection is established.

To avoid this: Display the properties for Windows Dial Up Networking, click the **Server Types** tab then click **de-select** for the **Log on to network** and **IPX/SPX Compatible** options. Then click **OK**.

Unimessage Pro Network client installation

You must upgrade your copy of Unimessage Pro to support network users on each of the PCs where you want to use Unimessage Pro.

If the drive where Unimessage Pro is installed is not already mapped on the PC:

- Select **Network Neighbourhood** to browse to the folder where you have installed Unimessage Pro.
- Right click on the Unimessage Pro folder
- Select **Map network drive** from the menu that is displayed.
- Select the **Client** folder on the drive that is mapped to where Unimessage Pro is installed,
- Click **SETUP.EXE** in the folder to run it.
- Confirm the drive where Unimessage Pro is installed, the default suggested recommended. Register the location of its components and install any Windows updates that are required,
- Restart Windows. Unimessage Pro will continue the installation on re-starting. Follow the on-screen instructions carefully.

Please note

During the installation of Unimessage Pro network client on each network PC **only** create a device driver if the modem or BT MultiJet 3000 is connected directly to the workstation at which you are installing the client – you can use modems and BT MultiJet 3000s connected elsewhere on the network from within Unimessage Pro.

- Additional email accounts can be created by clicking **File**, then **New**, then **Email** account.

- Additional devices can be defined by Clicking **File**, then **New**, then **Device** at the PC to which the device is connected.

You may only have the number of devices permitted by your license active at any one time. You may be able to upgrade your copy of Unimessage Pro to enable you to use more devices at the same time if your message traffic requires it. Please refer your Unimessage Pro Administrator to the section on Upgrading Unimessage Pro if required.

If you are using a Windows Dial Up Networking connection and are also connected to a network (LAN) using the IPX/SPX protocol, (for example,

as on some versions of Novell Netware) you will be disconnected from the LAN while the Windows Dial Up Networking connection is established. To avoid this: Display the properties for Windows Dial Up Networking, click the **Server Types** tab then click **de-select for** the **Log on to network** and **IPX/SPX Compatible** options. Then click **OK**.

Copying

Your BT MultiJet 3000 lets you copy a document in black or full colour with or without connection to a PC.

You can start to copy a document even while your BT MultiJet 3000 is already printing a document. Your copies will print after the current job finished.

Your BT MultiJet 3000 will beep when it has finished scanning. You can now place another document on the scanner for copying. Your document is stored in memory while waiting for it to print. If the memory becomes full, you will have to wait for some of the printing to be completed before making more copies.

Operating the copier

Positioning documents

Place your document face down on the glass, in the corner along the left and back edges.

Close the top cover.

Copying bulky objects

When copying items such as a book you can remove the BT MultiJet 3000 cover.
Lift the top cover until it is vertical.

Pull the cover gently upward until it comes out of the hinge slots at the back. When you have completed your scan, replace the cover by sliding the cover hinges into their slots.

Important
When the cover is removed, do not look directly at the light while it is scanning.

To adjust the copy quality

You can select from three settings, **NORMAL**, **FINE** or **QUICK**.
Use **QUICK** for fast, draft copies, **NORMAL** for a good balance between speed and quality, and **FINE** for the best copies.

Press **Copy Quality** until the display shows the print option you want.

To change the colour

The display shows the current setting, black **(BLK)** or colour **(CLR)**.

Press **Colour/Black** to display the option you want.

To make copies

You can make up to 99 copies.

Place the document to be copied on the scanner.

If you want to make more than one copy, press **Number of Copies** to set the number of copies you want. Hold down the button to change the number of copies in steps of 5.

Press **Start**. The page is scanned. You hear a beep when scanning is finished.

You can scan another page, while your BT MultiJet 3000 is printing.

To stop copying

Press **Stop**. Display shows **Cancel All Jobs?** Press **Yes**. The display will show Canceling Jobs and copying is stopped and any paper being printed is ejected.

Please note

If you have not scanned or copied any documents within the previous 30 minutes, there is a delay of about 50 seconds while the scanner warms up.

To set the paper size

Your BT MultiJet 3000 is pre-set to scan A4 size for copies. You can set it to copy different sizes of paper - A4, B5 or LTR for Letter size.

Please Note

Setting the paper size determines the size of the screen that is scanned, it does not control the paper output.

Press **Paper/Size** until the display shows the option you want **A4, B5** or **LTR**.

Press **Start** or select another option.

Press **Stop** to return to standby and your original paper size setting.

Sleep mode

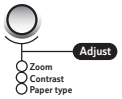
If your BT MultiJet 3000 is not used for 30 minutes it will enter and display **SLEEP MODE**. The printer will continue to work but there will be a delay of approximately 50 seconds to warm up before you can scan or copy.

Additional copier settings

These settings will remain active for a couple of minutes after the last copy is printed. This allows you to continue making copies with the same settings. If you stop copying, they will revert to the default settings.

To adjust the contrast

You can make your copies lighter or darker.



Press **Zoom/Contrast/Paper Type** until the display shows **CONTRAST**.

Adjust

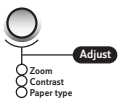
Use the **Adjust** buttons to decrease or increase the contrast. A smaller bar gives a lighter copy, a larger bar gives a darker copy.

Press **Start** to begin copying or select another option.

Press **Stop** to stop and return to standby, the new setting will be retained. Press Stop again to restore default setting.

To enlarge or reduce the copy

Normally, your copies will be the same size as the original document (100%). The zoom feature lets you reduce or enlarge your copies from 25% to 400% of the original size.



Press **Zoom/Contrast/Paper Type** until the display shows ZOOM 100%.

Adjust

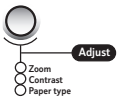
Use the **Adjust buttons** to decrease or increase the size. Each press of the button changes the zoom by 1%. Hold the button down to adjust the size in steps of 10%.

Press **Start** or select another option.

Press **Stop** to stop and return to standby, the new setting will be retained. Press **Stop** again to restore default setting.

The quality of your copies will depend on the type of paper you use. If you use glossy paper for photos or transparencies, you should change the BT MultiJet 3000 paper setting.

To change the paper setting



Press **Zoom/Contrast/Paper Type** until the display shows **PAPER**.

Adjust

Use the **Adjust** buttons until the display shows the type you want **PLAIN**, **TRANSP**, (for Transparency) or **GLOSSY**.

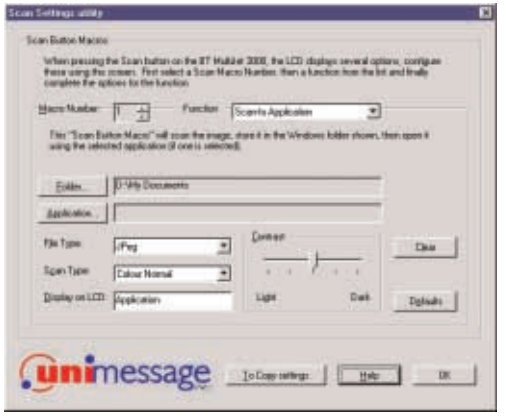
The Glossy paper type is only available when you have set the printing mode to Colour. See page.

Press **Start** or select another option.

Press **Stop** to stop and return to standby, the new setting will be retained. Press Stop again to restore default setting.

To set default Copy settings using the PC software

- Click the Unimessage Pro icon to open the Welcome menu.
- Press the **Set up** button. The Scan Settings Utility screen is displayed.



- Click the **To Copy Settings** button.
- Select the default settings you want when using the Copy button on your BT MultiJet 3000.
- Click **OK** to confirm.

Printing

Setting up and using your printer

Please note
The exact steps for printing may vary according to the type of application software you have. Refer to your software application user manual for detailed steps on printing.

When you are ready to print a document from your PC screen:

Check you have the right paper in the input tray and replace if necessary. See Paper/Envelope options, and Choosing settings for paper/envelopes.

Click on the **File** menu.

Select **Print**.

Click **OK** to start printing.

Or

Click on the Printer icon

Please note
If you are going to print colour photographs, you can improve the print quality by replacing the black cartridge with a special Photo cartridge.

Using the Printer Control Program

The Control Program lets you monitor the job status, install, align or clean cartridges, or change other options.

To open the Control Program

The control program opens automatically when you print a document. You can also open it manually.

At your PC

- Click on **Start**
- Select **Settings**
- Select **Printers** and a new screen opens.
- Right click on the **MJ3** printer icon and click on **MJ3 Control Program.**

Four tabs are available:

Status:
Displays the current ink levels in the cartridges
Print Test Page

Options:
Run Minimised – stops the Control Program from appearing each time a job is sent to the printer
Close Status at End of Job
Enable Sound Effects
Disable Printer to PC Communications
Enable Buffer Mode

Cartridges:
Install/Change Cartridge – provides installation instructions
Clean Print Nozzles
Align Cartridges

About:
Software version

Changing the printer properties

Most Windows software applications allow you to make changes to determine how a print job looks - page size, paper orientation, and margins. The changes can be temporary – for the document you are printing or permanent, by saving the settings as default.

To change the default printer properties

This will set the default style you want, for all documents you print from your PC.

Note: You will still be able to change the style on a per document basis, if required, by selecting **Properties:** from the print dialogue box when you request a print.

- Click on **Start** menu button
- Select **Settings**. The Settings options are shown
- Select **Printers** and a new screen will open
- Right click on the MJ3 Printer icon and click on **Properties**

Click on the appropriate tabs to make changes to the Paper or Document/Quality

1. General

Allows you to add a separator page.
Lets you print a test page.

2. Details

We recommend you keep the default settings.

3. Color Management

We recommend you keep the default settings.

4. Paper

Paper size – choose the size of paper in the input tray.
Copies: option to Collate and print in
Reverse Page Order.
Orientation: Portrait or Landscape.

5. Document/Quality

6. Document Type

Automatic allows the software to print using the best settings for the document. Must be used for colour printing. Black Only will print in shades of grey.

7. Paper Type

select between Plain Paper; Coated Paper; Glossy/Photo Paper; Transparency; Iron-on Transfer or Greetings Card stock.

8. Print Quality

select between 600dpi (Quick Print or Normal) and 1200dpi High quality.

9. Web Smoothing

provides clarity when printing from the web.

10. Defaults

restores default settings.

11. About

software version.

Paper/Envelope options

Load up to	*Make sure*
10 envelopes	• The print side is facing you and the paper guide is adjusted against theside of the envelopes. • The stamp location is in the upper left corner. • The envelopes are loaded **vertically** against the righ side of the rear input tray.
10 greeting cards, index cards, post-cards, or photo cards	• The print side is facing you and the paper guide is adjusted against the side of the cards. • The cards are loaded **vertically** against the right side of the sheet feeder.
25 sheets of photo paper or photocards	• The glossy or coated side is facing you. • The paper guide is against the side of the paper.
20 sheets of banner paper ***Note: Make sure you select Banner or A4 Banner paper size in the Printer Properties***	• Place the banner paper behind the printer. Then bring the unattached edge of the first page over the printer and into the sheet feeder. • The paper guide is against the side of the paper.
10 transparencies	• The rough side of the transparency is facing you. • The paper guide is against the edge of the transparencies.
100 sheets of custom-sized paper	• The print side is facing you and the paper guide is against the side of the paper. • Your paper size fits within these dimensions: - Width: 3.0 in. to 8.5 in. (76 mm to 215.9 mm) - Length: 5.0 in. to 17.0 in. (127 mm to 432 mm)
25 iron-on transfers	• You load the iron-on transfers following the instructions on the package. • The paper guide is against the side of the iron-on transfers • Your BT MultiJet 3000 automatically prints a mirror image.

Choosing settings for paper/envelopes

Your BT MultiJet 3000 default settings are suitable for printing most documents on plain paper.
To change your printer settings for printing on speciality papers, use the following table:

Paper/envelope selection	*Click printer properties tab, then:*	*Make the following selection*
Envelopes	**Paper**	Scroll and click to select the appropriate envelope size. **Note:** Many applications are designed to override the envelope settings in Printer Properties.
Greeting cards, index cards, or postcards	**Document/Quality** **Paper**	Click to select **Greeting Card Stock**. Select the appropriate Paper Size setting.
Photo, glossy or coated papers	**Document/Quality** **Paper**	Click to select **Glossy/Photo Paper**. **Notes:** • For the best possible photo quality, print with a photo and colour cartridge combination in your printer. • When printing photos, remove each photo as it exits from the printer and allow it to dry before stacking. Select the appropriate Paper Size setting.
Sheets of custom-sized paper	**Paper**	Click to select **Custom**. Enter the dimensions for your custom paper size.
Banner paper	**Paper**	Click to select **Banner** or **Banner A4**.
Iron-On transfers	**Document/Quality** **Paper**	Click to select **Iron-On Transfer**. **Note:** We recommend printing on plain paper before printing on the actual iron-on transfer. Select the appropriate Paper Size setting.
Transparencies	**Document/Quality** **Paper**	Click to select **Transparency**. Select **Normal 600dpi** or **High 1200 dpi** Print Quality. **Please note:** When printing transparencies, remove each transparency as it exits from the printer and allow it to dry before stacking. Select the appropriate Paper Size setting.

Scanning

When connected to a PC, you can scan using your PC or from the control panel of your BT MultiJet 3000.

You can scan while your BT MultiJet 3000 is printing, but not while you are making copies as this also uses the scanner

Positioning documents

Place your document face down on the glass, in the corner along the back and top edges.

Scanning bulky objects

When scanning items such as a book you can remove the BT MultiJet 3000 cover.
Lift the top cover until it is vertical.

Pull the cover gently upward until it comes out of the hinge slots at the back. When you have completed your scan, replace the
cover by sliding the cover hinges into their slots.

Important.
When the cover is removed, do not look directly at the light while it is scanning.

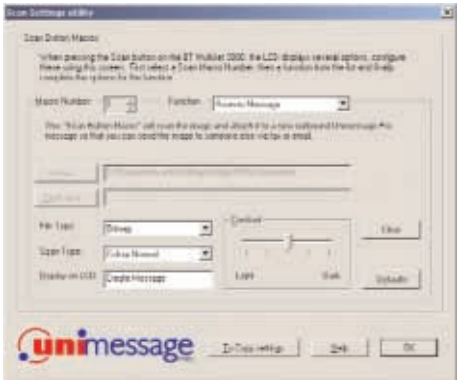
Setting up from your PC

To set the Scan macros

Setting Scan Macros lets you control how you want to scan documents when the **Scan** button is pressed on your BT MultiJet 3000, for example, you can select a macro to scan a document directly into an application such as Paint.

- Click the Unimessage Pro icon to open the Welcome menu

- Press the **Set up** button. The Scan Settings Utility screen is displayed.



Macro 1 is already set up as a default, this lets you scan a document as an attachment to a message.

- Select a Macro Number 2-8.

- Select the macro function you want from the drop down list.

- Select the options you want for this macro function.

- Click the Help button for on screen information.

- Click **OK** to confirm.

Please note
If you use the Scan to Message setting, it is recommended that you avoid selecting " .bmp" as the file type.

Scanning using the control panel

To use the scanner

If you have set macros for the Scanner, you can control how it scans documents using the buttons on your BT MultiJet 3000.

At your BT MultiJet 3000
Load the document in the scanner

Press the **SCAN** button until the LCD display shows the Macro command you want.

Press **Start**

Please note
The UniMonitor control program must be running on the PC at all times for the **Scan** button on the BT MultiJet 3000 to work. UniMonitor runs in your Windows System Tray, next to the Windows clock:

If you try to use the **Scan** button on the BT MultiJet 3000 when UniMonitor is not running or the BT MultiJet 3000 is not connected to your PC the BT MultiJet 3000 LCD will show **Waiting for PC**.

Scanning using your PC

To scan and save files on the PC, your BT MultiJet 3000 provides a standard TWAIN interface. This common scanner interface is supported by many application programs, making your BT MultiJet 3000 compatible with a wide range of software.

To scan a document into an open application

You can use your BT MultiJet 3000 to scan documents into any TWAIN compatible Windows application that you are running, for example, Kodak Imaging and Corel Photo Paint.

- Place document in the scanner
- In the application you are using, click **File**
- Select **Select Source** or **Select Scanner**
- Select the **MJ3 Twain Driver**
- Click **OK**.
- Click **File**
- Click **Acquire Image**. The scan is started.

To scan a document from your PC into Unimessage Pro

- Place the page you want to scan face down onto your BT MultiJet 3000 scanner.
- At your PC, double click the Unimessage Pro icon to open the **Welcome** screen
- Click **Scan Image**

You can use the preset buttons or advanced controls to provide the best quality image to be scanned.
If required click the **Preview** button to see a preview scan of your image. Once the preview is complete you can move and size the dotted line around the image to select the exact area you wish to scan.

- Click **Scan**

The image will be received by Unimessage Pro and can be viewed on screen or the Received items folder, or stored for viewing later.

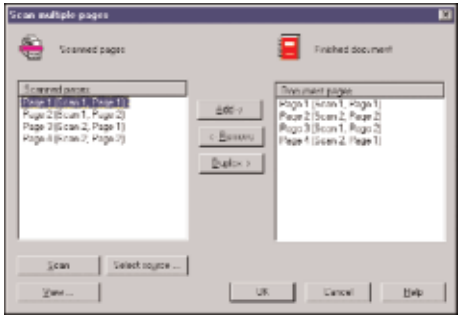
To scan multiple pages into Unimessage Pro

This allows you to build a single document from several separate scans.

This is useful if you want to scan different pages with different settings, or if you want to scan both sides of a document.

- Open the Browse Folders screen
- Click **File**.
- Select **Multiple Scans**.

The **Scan Multiple Pages** dialog box appears:



All scanned pages appear in the left hand column. Use Add to move a page from the left to the right in the order you want. Use Duplex to copy all pages from left to right.

- Click the **Help** button on this dialog for more details of how these advanced scanning functions are used.
- Click **OK** when all the pages have been added to the document.

Please note
If you intend to scan a document for fax transmission, or use OCR a resolution of 200x200dpi is recommended.

If you want to scan a document for Optical Character Recognition [OCR], best results are usually obtained using Black and White, rather than Grey Scale or Colour. 200x200dpi resolution is usually adequate for all but the smallest print.

24-bit colour and high-resolution images can be very large; over 40 megabytes for each file, and additional PC memory may be required to manipulate the image. It is best to use no higher than 200x200 dpi when using 24-bit colour.

To setup your BT MultiJet 3000 as the default scanner

- At your PC double click the Unimessage Pro icon to open the **Welcome** screen
- Click **Browse Folders**
- Click **File** and **Select Source**
- Click on the **MJ3 Twain Driver**
- Click on **Select**

Email, fax and OCR Introduction

With your Unimessage Pro software, you can send and receive colour and mono faxes as well as email messages from your PC.

This Quick Start Guide gives instructions on how to send your first message, how to receive messages to your PC, and basic information about some of the other features listed below.

Features include:

Depending on your system and the configuration of your Unimessage Pro, you can:

- View your incoming and outgoing messages on screen
- Send messages without having to use your word processing application.
- Create contacts in the Phonebook for frequently used fax numbers and email addresses.
- Send messages automatically
- Delay sending faxes to take advantage of evening or weekend telephone rates.
- Create folders to store your incoming and outgoing messages.
- Create personalised fax cover sheets.
- Send colour images by fax.
- Send data files with your fax documents
- View and edit fax and graphics files
- Create graphics files
- Store properties of files and use the search engine to find them quickly later on.
- Route incoming messages with easy wizard-style Routing Rules.
- Convert scanned documents or received faxes into text with the Optical Character Recognition [OCR] software.
- Easy upgrade available to support multiple users on suitable Windows Local Area Networks [LAN].

The context related Help by subject and topic is available at any time. You can display it by clicking on the **Help** buttons or by pressing **F1** on your keyboard.

Unimessage Pro - Components

Unimessage Pro has three components:

The user interface

This is the part of Unimessage Pro you use. One of its tasks is to enable you to send messages directly from any Windows application by printing to the Unimessage Pro printer.

Unimessage Pro will convert this printed output into the correct format: fax or email, depending on the requirements of the person(s) you are sending it to. It allows you to see the various job queues and lists that make up Unimessage Pro and it allows you to create and view messages as well as selecting various program options.

With several users on a network (LAN), the user interface runs on each PC that wants to send or receive messages.

The scheduler
This controls the list of jobs waiting to be done, makes sure jobs are done by the right device at the right time and keeps a log of everything that happens. The Scheduler runs in the background so you can continue to use the PC for other work while jobs are being carried out.

If you are part of a network, only one Scheduler is required. This can run on any workstation, but it is usually more convenient to run it on the first PC to which you attach a device.

Device drivers
These get their instructions from the Scheduler and each one knows how to send or receive messages using a certain type of device - mail server, modem or BT MultiJet 3000. Device drivers also run in the background.

More than one driver (and more than one device) can be used on a single PC if the volume of messages requires it. On a network Unimessage Pro supports multiple devices of different types as well as multiple users, however the devices themselves should not be connected to network file servers which are already busy meeting the filing and printing needs of the network. Connecting devices to file servers would also restrict the total number of devices on the network - with Unimessage Pro you can connect up to 30 devices (subject to your software licence) - the more devices, the greater the throughput.

Please note
Depending on your PC configuration, the Unimessage Pro fax and email drivers may appear minimised at the foot of your screen. If so, double click on them to see the progress of a fax or email.

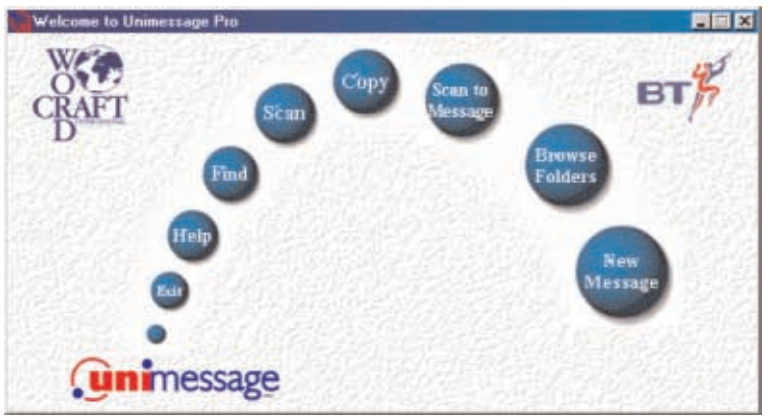
Starting up

Using your Unimessage Pro for the first time

Unimessage Pro

Select the **Unimessage Pro** from your **Desktop** or the **Start** menu or the **Start, Programs** folder depending on where it was placed during installation.

Welcome screen



- Click on the button you require.

The round buttons provide quick access to some of the functions including:

New Message	Opens the message editor so you can create a message and send it by fax or email.
Browse Folders	Opens the list of folders so you can check on the progress of messages, examine the lists of received, transmitted, filed messages and print these lists or individual messages.
Scan to Message	Opens the scanner driver for scanning documents or images. These are automatically attached to a new message in the Unimessage Pro message editor ready for sending.
Copy	Lets you to make copies on your BT MultiJet 3000 from your PC screen.
Scan Image	Lets you scan documents or images into your PC from your BT MultiJet 3000.
Set up	Allows you to choose the default settings for scanning and copying on your BT Multijet 3000 control panel.
Find	Search your personal Unimessage Pro folders for filed items.
Exit	Close Unimessage Pro.

On screen help

Your Unimessage Pro software has detailed help files that give much more information than in this guide.

To display help.

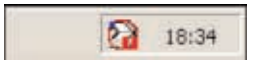
When using your Unimessage Pro software

- Click **Help** to display the menu.
- Select **Contents and Index** to view an on-screen manual.

Set up button

The **Setup** button on the Welcome screen lets you set the function of the Scan button and copy facility on the control panel of your BT MultiJet 3000 machine. These settings do not affect scanning or copying from your PC.

Important
The UniMonitor control program must be running on the PC at all times for the **Scan** button on the BT MultiJet 3000 to work. The programme is shown in your Windows System Tray, next to the Windows clock:



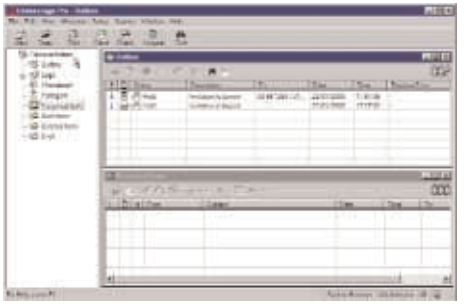
If you try to use the **Scan** button on the BT MultiJet 3000 when UniMonitor is not running or the BT MultiJet 3000 is not connected to your PC the BT MultiJet 3000 LCD will show **Waiting for PC**.

You can open the Unimessage Pro welcome screen, by double clicking the UniMonitor System Tray icon. Then click the **Setup** button to access the Scan Settings Utility and Copy Setting Utility functions.

If UniMonitor is closed, you can restart it by clicking **Start, Programs, Unimessage Pro** and then **UniMonitor**.

Browse folders

- Click the Browse Folders button on the Welcome screen to display the browser screen.



Display of folders.

- Clicking on an item from the folder list to display it. Once folders are displayed they can be minimised or maximised like normal Windows screens.
  Use the **Window** menu to cascade the folders displayed, split them horizontally or vertically, switch between open folders or close them all.

Most folders also have their own toolbars that you can remove or restore from the **View** menu.

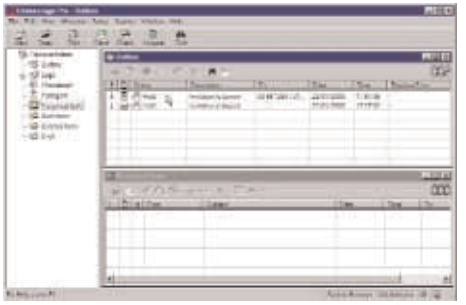
You can change the width of this area by placing your cursor on its right-hand border (the cursor will change shape), holding down the left mouse button, and dragging the border to a new position.

Network Users only:

If your copy of Unimessage Pro includes functions to allow its use on a supported Windows based network (LAN) you will see a Network folders branch in this tree as well as the Personal folders branch. Folders within this branch, including any you create yourself, are visible to all Unimessage Pro users on the LAN – though their access to the folder may be restricted depending on the user's privilege level.

For details of the maximum number of people that can use Unimessage Pro at the same time on a LAN:

- Click **Help**, then **About Unimessage Pro** and select the Network tab. You can increase the maximum number of people that can use Unimessage Pro at the same time up to 500. if required, Refer your Unimessage Pro Administrator to the section on Upgrading.



Please note

When you close the main Unimessage Pro display, the Welcome menu reappears.

If you do not want the Welcome menu displayed: Click **Setup** select **Program**, click the **Application** tab and remove the tick from the **Show "welcome" screen** option by clicking on it. Then click **OK**. The Welcome menu will then not be displayed from the next time you start Unimessage Pro.

You can switch between open folders in the main Unimessage Pro display using Ctrl+TAB or Ctrl+F6.

You can also close the current folder in the main Unimessage Pro display using Ctrl+F4.

You can open the Welcome screen at any time by double clicking the Unimessage Pro icon in the Windows System tray.

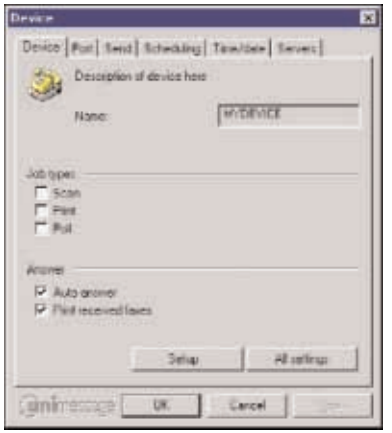
To change your configuration settings

During installation you may have configured **Unimessage Pro** for use with your modem. If required, you can reconfigure how Unimessage Pro works with your modem, for example, to enable or disable reception of fax messages to the PC.

When the Browse Folders screen is open:

- Click **Devices** from the folder tree.
- Double click on the entry you want in the list of devices that appears in the right hand panel.

- Change the settings you want on the Device dialog box.
- Click **OK** to save the new settings.



Please note
All changes made to controls on any tab take effect only when Unimessage Pro is restarted.

The **All settings** button allows you to review and change all of the detailed settings that are available for the type of device you are using. We recommend that only advanced users attempt to change these settings.

Configuring your email

Your copy of Unimessage Pro includes support for email accounts.

When you open the main screen, the Email accounts folder is shown in the folder tree in either your Personal Folders for individual PCs or Network folders (for LAN compatible networks).

Please note
You can send and receive email if you have set up your modem for email during installation. If you want to add email capability now, go to **Enabling email and fax after installation**.

Email servers (POP3 and SMTP)
Email messages are received from mailboxes on POP3 email servers and sent via SMTP email servers.

Email accounts

There are 2 types of email accounts in Unimessage Pro:

Individual user
These accounts belong to an individual user. Any email messages retrieved are moved directly into the appropriate user's Received items folder, they do not pass through the Network Inbox.
A Unimessage Pro user with User privileges sees only those email accounts that have been made available to them. they can create more email accounts but can only use POP3 and SMTP servers already defined by Unimessage Pro Administrators.

System-wide for network users only
These accounts are only shown in the list of email accounts for Unimessage Pro Supervisors and Administrators who can use them to send email messages. However, any email retrieved using the POP3 email server account defined in a System-wide email account is added to the Network Inbox.

Sending emails from different users

Before you can send any email messages via Unimessage Pro at least one email account must be displayed in the **Email accounts** folder.

- Open the Welcome screen.
- Click **Email accounts**. The account shown in bold is the default.
- Right click the email account you want
- Click **Use to send my email**
- Select **Use to send my email**.

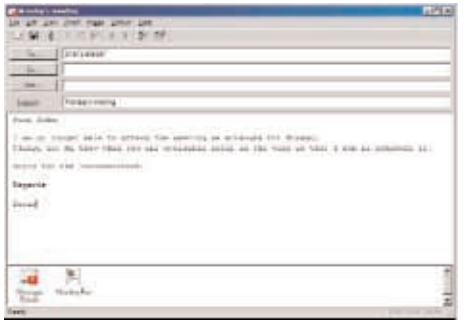
Once an email account has been set as default, email messages can be sent. However, email messages will only be sent when a Unimessage Pro device capable of sending and receiving email messages via the appropriate SMTP and POP3 email servers is available. If no such device is available email messages will remain in the Outbox unsent, and no email messages will be received.

Sending faxes and emails

The message editor screen lets you compose a message, add an attachment and list who you want to send it to. Then you can send your message as a fax or email.

To send a simple fax

- Open the Welcome Screen and click **New Message** screen OR open the Browse Folders screen and click **New**.
- Enter the fax number you want in the **To** box.
- Enter the subject
- Write your message
- Click **Send**
- Click **OK**



To send a simple email

- Open the Welcome Screen and click **New Message** screen OR open the Browse Folders screen and click **New**.
- Enter the email address you want.
- Enter the subject
- Write your message
- Click **Send**
- Click **OK**

To send a document as a fax or email

- Open the document you want to send.
- Click **Print** and select the Unimessage Pro printer.
- Click **Properties** to check that fine resolution is selected.
- Click **OK**, the Unimessage Pro editor screen opens.
- Enter the fax number or email address. If you enter an email address, the document is sent as an attachment.
- Click **Send**.

To send a fax or email to a recipient listed in the Phonebook

When you are ready to send a message:

- Click **To**
- Click **Phonebook** and select the name you want.
- Transfer it to the 'To', 'Cc' or 'Bcc' column.
- Click **OK**. The address or fax number is transferred.
- Click **Send**.

Please note
You can type all or part of the contact name into the **To**, **Cc** or **Bcc** fields – if there is a match in the Unimessage Pro Phonebook, it will replace the typed name with the full name for the contact and underline it. If there is more than one possible match it will show the name in italics using a blue font – right click on the name to select which of the matches you want to send the message to.

To cancel a fax or email which is in the process of being sent

- In the **Browse folders** screen, click on **Outbox**.
- In the **Outbox** folder, click on the job in progress to highlight it.
- Click **Hold**. The message is kept in the Outbox until you click the **Start** icon to release the hold.

To put a new message on hold

When your message is ready to send:

- Click the **Properties** button in the toolbar. (Or Click **File** then **Properties**.
- Click the **Status** tab.
- Click **Hold** then **OK**. The message is put on hold in the Outbox.
- Click **Send**, the message is put on hold in the Outbox. The message is kept in the Outbox until you click the **Start** icon to release the hold.

Outbox options

- To change the status of a job in the Outbox, click on it to highlight it.
- Click the **Open** toolbar button to view the message.
- Click the **Start** toolbar button to allow a message on hold to be sent.

The display changes from **Hold** to **Pending** and then to **In progress** as Unimessage Pro starts to send the message.

Note:
There may be a delay of up to 15 minutes between clicking Start and an email message being sent, depending on the status of the job scheduler. To send an email immediately, click the Send icon in the main **Browse folders** window

- Click the **Delete** toolbar button to delete a held message without sending it.

Deleted messages are stored in the **Deleted items** folder which allows you to restore them later if required. If you hold down SHIFT when deleting an item, it will be deleted immediately and cannot be restored.

Fax cover sheets

To change the fax cover sheet

Unimessage Pro comes with a choice of cover sheets.
Open the main screen

- Click **Setup**.
- Select **Fax**.
- Click the **Cover sheet** tab and select the pre-designed cover sheet from the drop down list.
- Click **View** to see a preview.
- Click **OK** to confirm

To create a personalised fax cover sheet

You can make your own cover sheet for use when sending fax messages.

- Design your cover sheet in your usual Windows application (Microsoft™ Word for example).
- Print it with the Unimessage Pro printer.

When the Unimessage Pro Message Editor appears:

- Click the **FAX** shortcut in the file bar at the bottom of the UniPad window, and an image of the cover sheet you have just printed will appear.
- If the toolbar for creating and editing cover sheets is not automatically shown, click **View**, then **Toolbar**, then **Cover sheet tools** to display it. There are several buttons on this toolbar:

These are used to:

Select object(s)	Hold **SHIFT** while clicking on objects to select several objects.
Insert field:	Merge field, Text field and Image field. Draw a rectangle where the field should be added, then select the properties for the field in the dialog displayed.
Align selected objects:	Left, Right, Top and Bottom.
Align selected objects:	Baseline Select either a Merge field or Text field object, click this button, then click on the base line (bottom) of some text on the page that the base line of the field should be aligned with.
Equalise selected objects:	Width, Height and Size.
Position selected objects:	Centre vertically on page and Centre Horizontally on page.

Start by selecting the Insert field tool you want and draw boxes on the page where you want to insert some information, e.g. the name of the person you are sending the fax message to, then select the appropriate settings for the field and click **OK**.

To set boxes to have similar location or size, select the box whose location or size you want to match, then, while holding down the SHIFT key, click on all the fields you want to change then click the appropriate Alignment and Equalise size tools.

To save your personal fax cover sheet

- Click **File**.
- Select **Save as**. Change the file type to Cover Sheet, select the appropriate folder (e.g. C:\Program Files\Unimessage Pro\Public)
- Enter a filename.
- Click **OK**. When prompted, enter a Description.
- Select the **Save objects** check box but do not select the **Include objects on page** check box.
- Click **OK**. Your new cover sheet should then be available in Unimessage Pro.

Sent log

When you try to send a message Unimessage Pro will record details of each attempt in the Sent Logs folder.

If the email or fax is sent successfully, a copy is kept in the **Sent items** folder. If required, you can set where your details of sent messages are listed, see Routing Rules.

Keeping your Sent message log tidy

When you send a message, Unimessage Pro will record details of each attempt in the Sent Log. It is good practice to delete old entries from the log regularly.

To remove entries from the log

On the Welcome screen, click on the **Browse Folders** button.

- Double click on **Logs**, then click **Sent** to open the folder:
- Select an entry.
- Click the **Clear log** button
- In the dialogue box, choose which entries you want to delete.
- Click **OK**.

Attaching files to faxes and emails

To attach a file to a fax or email

Either:

When the Unimessage Pro editor is displayed:

- Click **Insert**

- Select **File** to find the file you want.

Or:

- Click the **Paperclip** button in the Unimessage Pro Message Editor toolbar, then browse to find the file you want to send.

Or:

- Drag the file you want to attach, from Windows Explorer or from a Unimessage Pro file list into the Unimessage Pro message editor.

Or:

- Use the embedded command:

Each attached file is represented by a shortcut that is shown at the bottom of the Unimessage Pro message editor window.

Sending colour faxes

Colour faxes take much longer to send than black and white faxes so your Unimessage Pro sends in mono unless you select colour.

It will receive in colour automatically, if you are sent a colour fax.

Important
In order to send colour faxes you must have a class 1 compatible fax modem installed, e.g. ITU T42 and T81.

Once installed, your Unimessage Pro will create a **Unimessage Pro Colour** printer driver in addition to the standard **Unimessage Pro** printer driver.

To send a colour fax to a recipient in the Phonebook

Ensure your phonebook is set up for sending colour faxes.

- Either print your document to the Unimessage Pro colour printer or attach a colour image file to a new Unimessage Pro message.
- Select the fax number entry from the Phonebook
- Click the **Send** button.

Please note
If you know that the fax machine you are sending to does not receive colour faxes, ensure the best quality reception at the other end by selecting Unimessage Pro printer not Unimessage Pro Colour.

To send a colour fax to someone not listed in your Phonebook

In the Unimessage Pro message editor:

- Click the **Properties** toolbar button (Or Click the File menu then select Properties)
- Click the **Colour fax** tab
- Select the **Send colour fax to recipients not in phonebook**.

If the recipient cannot accept a colour fax, you can choose to send the fax in black and white or cancel it.

Please note
If you print a document to the Unimessage Pro Colour printer, it will be sent as a colour fax unless Unimessage Pro finds the answering device cannot receive colour fax when it connects to it – even if the **Send colour fax to recipients not in phonebook** option is not selected.

Unimessage Pro can attach images and other files to your fax message and send them using either:

- Wordcraft Binary File [WBF] attachment – supported by all multifunction printers and modems.
- International Telecommunications Union [ITU] Document Transfer Mode [DTM] fax attachment – supported by Class 1 compatible fax modems.
- Colour fax – for image files only, supported by Class 1 compatible fax modems.

Files can be attached to email messages and sent in the following modes:

- MIME
- UUENCODE
- BINHEX

Please note

If you want to send fax messages with WBF attachments to users of PC fax software other than Unimessage Pro users, other recipients of your fax messages can download a demo version of the Unimessage Pro Viewer from the following Internet Website, which they can then use to decode the WBF attachment:

Wordcraft International Ltd:
http://www.wordcraft.co.uk/download/home.htm,
and click the Unimessage Pro logo.

Delayed sending

You can set a time for sending an email or fax.

To set a time for all email and fax messages

When the Unimessage Pro message editor is displayed:

- Click the **Properties** button or select **Properties** from the File menu.
- Select the **Time Range** tab.

You can specify a time that a message should be sent, e.g. between 18:00:00 and 08:00:00 on any day. (Format: hours/minutes/seconds)

You can also specify or select a date and time before or after which the message should not be sent.

- Click **OK** to confirm

To set, delete or change the delay settings jobs in the Outbox

Open the Browse Folders screen

- Click on **Outbox**
- Right click on the entry you want.

- Select **Properties** from the menu displayed
- Click the **Transmission** tab and then adjust the settings.
- Click **OK** to confirm

Receiving faxes and emails

To receive faxes

If you want to receive faxes directly to your PC, Auto Answer must be switched on.

From the Browse Folders screen:

- Click the **Devices** folder to open it
- Double click on the entry you want in the list of devices.
- Click the **Auto-answer** box. A tick means your PC will automatically answer fax calls (provided it is switched on with Unimessage Pro running and is connected to a telephone line).

You can also use the dialog box to change other settings if required.

- Click **OK** to save. The new settings will take effect from when Unimessage Pro next restarts.

Please note
You can set your BT MultiJet 3000 to automatically print faxes after they have been received to the PC, see **Routing Rules**

When a message is received

On a stand-alone PC
All received faxes, emails and scanned items are initially stored in the **Received items** folder on the Unimessage Pro main screen.

On a Network system - where **Network folders** is shown in the folder tree:

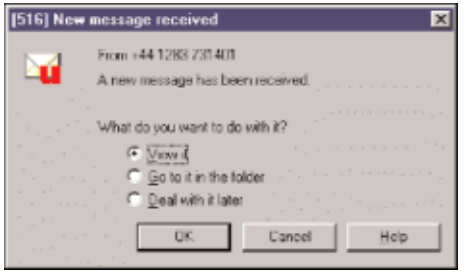
- All received fax messages are initially stored into the **Network inbox** folder that is available only to Unimessage Pro Supervisors and Administrators.
- Email messages retrieved from POP3 email servers are either stored in the **Network Inbox** for System Wide email accounts or in a user's personal **Received items** folder.

For more information on email accounts see on-line Help and Email Configuration

Details of received faxes are stored in the Received log.

New message alert

Providing Unimessage Pro is running, set to Auto Answer and to check automatically for new messages, it will tell you when a fax or email is received. The new message box gives you the options to view the received message, view the contents of the folder in which it is stored or deal with it later:



Receiving Attachments

If you receive a message with attached files or documents, a shortcut is displayed in the file bar along the bottom of the Unimessage Pro Viewer The Viewer can display these types of images sent as attachments to faxes and emails:

- Bitmap files (.BMP)
- JPEG files (.JPG)
- PaintBrush files (.PCX)
- TIFF files (.TIF)

To view an attachment

- If it is an image, single click the shortcut displayed.
- For other files, such as Microsoft Word documents, double click the shortcut.

To save an attachment

- To save an attachment separately from the message, right click the shortcut for the attachment
- Select **Save as** then enter the name you want and click **OK**.

Please note

If you edit a received message or any attachment to a received message, you will be changing the original message or attachment, as it is stored in Unimessage Pro.

Saving the attachment separately copies the original and ensures you have the original version for reference.

Received log

When you receive faxes, Unimessage Pro will record details in the Received Logs folder.

If the fax is received successfully, a copy is kept in the **Received items** folder. If required, you can set where your details of received faxes are listed, see Routing Rules.

Keeping your Received fax log tidy

It is good practice to delete old entries from the log regularly.

To remove entries from the log

On the Welcome screen, click on the **Browse Folders** button.

- Double click on **Logs**, then click **Received** to open the folder:
- Select an entry.
- Click the **Clear log** button
- In the dialogue box, choose which entries you want to delete.
- Click **OK**.

Routing

You can set your Unimessage Pro to organise faxes, emails and scans you receive in the way you want.

Stand alone PC and individual user Routing Rules

Standard setting

Received messages are stored in the **Received items folder**
Sent messages are stored in the **Sent items** folder.

Optional settings

You can create, modify, remove, activate or deactivate Routing Rules settings.

- Open the Browse Folders screen.
- Click **Setup**
- Click **Routing Rules**. Use the dialog box to set or change the way Unimessage Pro handles faxes, emails and scans. For more information, click the on screen Help button.
- Click **OK** to confirm.

Please note
Optical Character Recognition (OCR) functions are included in your copy of Unimessage Pro you can therefore define a User Routing Rule to automatically convert received fax messages into text ready for editing.

You can also define an OCR auto-detection scheme by opening the **Setup menu** and clicking **OCR**, that you can apply as part of the User Routing Rule.

This will detect information from the received OCR data derived from the fax image - for example the subject of the fax message.

Because the Routing Rules take place in sequence, if you then select other routing rules **below** the OCR and auto-detection these subsequent rules can act on the detected information.

Network System Routing Rules

Standard setting

Received faxes with sub-addresses and emails to a user specific email account are delivered directly to the user.

Otherwise, incoming faxes and emails are added to the Network Inbox folder and all available Unimessage Pro Supervisors and Administrators are notified that the message has arrived and requires attention.

Optional settings
To change how a fax or email is received, Unimessage Pro provides System Routing Rules.

- Open the Browse Folders screen.
- Click **Setup**
- Click **System Routing Rules** and select from the options available.

The options you set are processed by the Unimessage Pro scheduler in the order shown, from top to bottom. For more information, click the on screen Help button.

- Click **OK** to confirm.

To set the routing rules

Some rules are supplied with Unimessage Pro.

- Open the Browse Folders screen.
- Open the **Setup menu**
- Select **Routing Rules**
- Create or modify the rules to meet your preferred routing requirements.
- Click **Finish** to store the completed rule.

Phonebook

The phonebook lets you store up to 20 entries containing phone and fax numbers as well as email addresses.

To display the contents of your Phonebook

- Open the Browse Folders screen.
- Click the **Phonebook** folder from the folder tree in the left side of the screen.

To store new entries to your Phonebook

- Open the Browse Folders screen
- Click **Phonebook** in the folder tree
- Click **New Contact** icon
- Enter the contact details you want. Use the Options tab to select you preferred method of contact (fax or email)
- Click **OK** to store the entry.

To store an entry when creating a new message or replying to a received message

Providing there is a name in the 'To' 'Cc' or 'Bc' boxes:

- Click **File**
- Select **Add to phonebook** and enter your new contact's details.
- Click **OK**.

To add an phonebook entry when sending a fax or email

- Click the **To**, **Cc** or **Bcc** buttons to select contacts from your Phonebook.

Optional settings

The **Options** tab for each Phonebook contact allows you to select

- A preferred delivery method (fax or email).
- A preferred location (home or business).
- A preferred device (to use for sending messages to this contact).
- A supported fax message attachment type (WBF, DTM or None). The default setting is None. You should not need to change this unless specifically asked by your recipient.

- A preferred email attachment type (MIME, UUENCODE or BINHEX). The default setting is MIME. You should not need to change this unless specifically asked by your recipient.
- Whether the contact can receive colour fax messages.

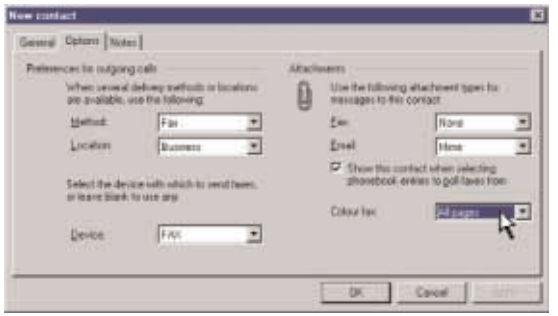
Adding notes

The **Notes** tab for each Phonebook contact allows you to compile a list of date and time stamped notes related to the contact.

Setting up your Phonebook for colour fax options

Check that the person you are faxing can receive a colour fax.
From the Browse Folders screen:

- Click on **Phonebook**
- Double click on the name you want.
- Click the **Options** tab. Select to option you want:



- **Off** automatically converts colour pages to black and white for that recipient.
- **All pages** converts all pages, in any job containing colour pages, to colour. Some fax devices cannot receive fax messages that include a mixture of colour and black and white pages. If this is the case, or you are not sure, then select this option. Sending all pages as colour will not affect the quality of the received fax, but it may take longer to send.
- On will send, in any one job, any black and white pages as black and white and any colour pages as colour. This is the optimum setting that will send fax messages in the shortest possible time. However, some fax devices cannot receive fax messages that include a mixture of colour and black and white pages, and some fax devices cannot send them. If you think this could be the case for this recipient or you regularly experience problems sending faxes including both colour and black and white pages, then select the **All pages** option.

For Network users only:

Network Phonebook

The **Network Phonebook** folder in **Network folders** provides similar functions to the single user Phonebook but can be viewed by everyone who is part of the Network. Only Unimessage Pro Supervisors and Administrators can add, delete or edit contacts in the Network phonebook, but all Unimessage Pro users can read and send messages to contacts in the Network Phonebook.

Distribution lists

You can send messages to groups of contacts from your Phonebook by setting a Distribution List.

To create, edit or delete a distribution lists

Open the Browse Folders screen

- Click **Setup**.

- Select **Distribution lists**.
- Click **New** or select an existing group from the drop down list.

You can include fax or email contacts from the Phonebook.

- For further on screen instructions, click the Help button.
- Click **OK** to store the list.

To send a message to a distribution list

Select a distribution list in the same way as individual phonebook contacts are selected for new messages via the **To**, **Cc** or **Bcc** buttons in a Unimessage Pro New Message window.

Embedded commands

You can send messages from your Windows application without opening Unimessage Pro.

To set an embedded command

When you select the Unimessage Pro printer from your application e.g. Word, a new font will become available - the **Commands** font.

You can use this to set a range of specific commands. Unimessage Pro will recognise these when you print to the Unimessage Pro printer, follow the commands you set and remove the commands text from the document before sending it.

Commands must be entered in the **Commands** font, at 12 point and enclosed by double square brackets.
For example:
[[TO=01234 567890]]
This command tells Unimessage Pro that the message is to be sent to the fax number 01234 567890 when you print the document.

You can include Phonebook Contact and Distribution list names in the embedded commands.

For a list of commands and further information

See on screen Help.
Open the Browse Folders screen

- Click **Help**
- Select **Contents and Index**.
- Click on the sections titled **Embedded Commands** and **Automating the transmission process**

Important
If you are using Word 97 (or later versions) you must ensure that the Use printer metrics to layout document is selected in Word.

- Open Word
- Open the **Tools** menu
- Select Options
- Click the Compatibility tab.
- Click to select **Use printer metrics to layout document**.
- Click **OK**

Folders

Unimessage Pro uses folders to store:

- faxes and emails that you have sent and received
- scanned images that you have scanned
- details about files on your computer.

You can create your own folders and sub-folders. You can then search the folders to find messages or files at any time.

To create a new folder

Open the Browse Folders screen

- Right click on **Personal Folders**.
- Select **New folder**.
- Type a name for the new folder and, if required, a brief comment describing, for example, the folder's intended use.
- Click **OK**.

You can drag items into Unimessage Pro folders, either from Windows Explorer, or from other Unimessage Pro folders.

Please note

When you drag from a Windows Explorer folder to a Unimessage Pro folder Unimessage Pro only stores a link to the file and document properties for the file.

The file itself is **not** copied into the Unimessage Pro folder and will be opened from its original location when you open it within Unimessage Pro.

If you drag from one Unimessage Pro folder to another Unimessage Pro folder it will copy the whole file. However if it is a file outside of the Unimessage Pro folder structure (i.e. was dragged in from a Windows Explorer folder) only the reference to the external file is moved or copied.

If you open an image file (.BMP, .JPG, .TIF, .PCX, .FAX or .FCS) in the Unimessage Pro Viewer and then select **Save in Unimessage Pro folder** from the **File** menu, the image file will always be stored in the Unimessage Pro folder.

Network users

To create a folder that is visible to all people using Unimessage Pro on your LAN, right click on **Network folders** instead of **Personal folders**.

Drag and drop

You can download to and upload from mailboxes using drag and drop folders. You will see folders within the **Devices** folder on the left side of the main Unimessage Pro display. Open these folders to review the contents of the mailboxes and drop items into these folders to download items to the mailboxes.

To find items stored in Unimessage Pro folders

You can search for files by a range of criteria, even setting specific words in files stored in Unimessage Pro.

- To make a general search, click **Find** on the Welcome screen or open the Browse Folders screen and click **Binocular** icon.
- You can now select whether sub-folders should also be searched.
- Select what properties you want to look for, by clicking on the boxes in the **Search Criteria** to tick them.
- Either click on the red underlined words in the Match a message list or select from the list of previous searches in the Search History.
- Click **OK** to start searching.

The results of the search are displayed. Right click on entries in the Find Results dialog to display a range of options.

OCR

You can scan a document using your BT MultiJet 3000 and using the OCR software the image will be converted into a text file for editing.

Place the document on the BT MultiJet 3000 scanner

- In the Welcome screen click on **Scan image**

or

- In the Browse folders screen click on **Acquire**
- Click on **Document** and if necessary preview the document and adjust the amount of the document to be scanned
- Click on **Scan**
- Click **View it** and **OK**

A screen will open with your scanned image

- Click on the **OCR** icon in the toolbar

When the OCR software has completed a new **OCR** icon will appear at the bottom of the screen

- Double click on this icon and the text screen will open to allow you to make changes or amendments.

The text file can be saved by using **File** and **Save as**

Help

Error messages

If there is a problem with your BT MultiJet 3000 you may see an error message on the display.

Error messages	*Descriptions*	*Solutions*
Paper Out	You have run out of paper.	Place paper in the input tray, and press **Form Feed**.
Front Cover Opened	The front cover is opened.	Close the front cover.
Ink Low	Your print cartridge is running out of ink.	Replace print cartridge.
Color Ink Low	The color print cartridge is running out of ink.	Purchase a new color colour print cartridge.
Black Ink low	The Black print cartridge is running out of ink.	Replace a new black print cartridge.
Photo Ink Low	The photo print cartridge is running out of ink.	Replace photo print cartridge.
Add Cartridges	No cartridges are installed.	Open the front cover and install new cartridges.
Unlock Scanner	You have not unlocked the scanner.	Open the front cover and unlock the scanner.
Printer Error	A part of the printer has a problem.	Cut off the power and follow the steps on the following page according to the error message you see.

Error messages	*Descriptions*	*Solutions*
Printer Error79 **Printer Error81** **Printer Error91** **Printer Error92** **Printer Error93**	These error messages may appear if there is a paper jam or if there is a problem with the cartridge carrier.	Remove the jammed paper in the printer. Otherwise call the Helpdesk.
Scan Motor Error	There may a problem with the scanner.	Unplug your BT MultiJet 3000 from the mains power. Make sure the scanner has been unlocked and re-connect the power.
Program Scan Tos	The Scan macros have not been set on the PC.	Open Unimessage Pro and set the scan macros.
Memory Full	Current job(s) is using up the memory.	Wait until some of the pages have completed printing before copying more pages.
PC Not Available	You have initiated a task that requires assistance from the PC, but the PC was not available.	Make Sure: • Your PC is on and is not in suspend mode.• The USB cable is connected to both the MultiJet 3000 and your computer.
Power Down Error	The printer has some problems.	Disconnect the mains power from the BT MultiJet 3000, then: * Open the front cover to check for paper jams or other obstructions. * Make sure the ink cartridges are correctly installed and locked into place. * Check the scanner is unlocked. * Connect the power after finishing checking the above procedures.

The printer does not print, or print quality is poor

Check the most common causes and solutions listed below. If you cannot resolve these problems contact the **BT MultiJet 3000 Helpline on 0845 074 0750**

Is the mains power connected to your BT MultiJet 3000?

Is the mains power switched on at the plug? Try plugging into another mains socket.

Is the BT MultiJet 3000 switched on? If LCD is blank press the Power button.

Check that the USB cable is connected to both the BT MultiJet 3000 and your computer.

Check that the ink cartridges are installed.

Check that the sticker and sealing tape on the nozzles have been removed.

Has the printer driver been installed on your PC.
To install the driver.

Has the BT MultiJet 3000 has been set to the default printer.

Try printing a nozzle test page.

Check that the paper is not jammed.

You cannot make any copies

Check that the ink cartridges are correctly installed and locked into place?

Check that the ink cartridge sealing tape and sticker have been removed.

Is the scanner still locked?

Paper jam

Paper jammed in the input tray:

1. Open the tray by pressing down on both latches.
2. Remove the paper from the input tray
3. Press the Form Feed button
4. If the paper jamhas not been cleared then gently remove any paper by hand.
5. Replace the paper in the input tray and close by snapping back into place.

Paper jammed in the output tray:

1. Open the front cover
2. Gently remove the jammed paper
3. Close the front cover

Scanner does not give any images

Check that your BT MultiJet 3000 is selected as the default scanner.

Keeping your BT MultiJet 3000 clean

Cleaning the scanner glass

Over time, the scanner glass may become dirty. To ensure the best quality scans, wipe the scanner glass with a soft clean cloth to remove dust or other debris.

Cleaning

Always use a dry cloth to clean the control panel and the main body of the machine.

Caution
Never put water or spray glass cleaner directly on the scanner glass. If you need to remove a stubborn smudge, slightly dampen your cloth with water or glass cleaner first, then wipe.

Print quality

If your print quality is not satisfactory, you may need to align your print cartridges or clean the print nozzles. A Test page can be printed from Print Properties or the Control Program.

Installing or replacing print cartridges

Replacement ink cartridges

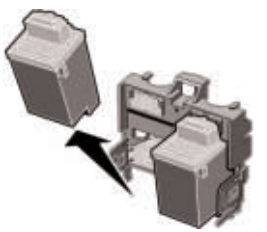
Black = MJ3000MS
Colour = MJ3000CS
Photo = MJ3000PS
The ink cartridges are available from 0800 590009

Please note
For the best possible photo quality, print with a photo and colour cartridge combination in your printer.

Make sure the Power is On

Lower the front cover. The ink cartridge carrier moves to the centre loading position unless the printer is busy.

Remove the old print cartridge.



If you are installing a new cartridge, remove the sticker and the tape from the bottom of the print cartridge.

Warning
DO NOT touch the gold contact area of the print cartridge or the nozzles.

Insert the print cartridge into the print cartridge carrier.

Push back firmly on the cartridge until it snaps securely into place.

Important
The cartridges must be put in the correct position.
Black Cartridge on right side.
Colour Cartridge on left side.
Photo Cartridge replaces Black on right side.

Close the front cover.

Ink cartridge maintenance

At the BT MultiJet 3000 control panel:

Answer the questions on the display using the **Start/Yes** and **Stop/No** buttons.

	Display	*Press Yes or No as appropriate*
1	*Left Color?*	Is the colour cartridge in the left hand carrier?
2	*Check Left Cart*	Open front cover and place colour cartridge in the left hand carrier.
3	*New Color?*	Is the cartridge new? Press No if you are replacing a cartridge that has just been removed for cleaning.
4	*Right Black?*	Is the black cartridge in the right hand carrier?
5	*New Black?*	Is the cartridge new? Press No if you are replacing a cartridge that has just been removed for cleaning.
6	*Right Photo?*	Is the photo cartridge in the right hand carrier?
7	*Check Right Cart*	Open front cover and place black or photo cartridge in the right hand carrier.
8	*New Photo?*	Is the cartridge new? Press No if you are replacing a cartridge that has just been removed for cleaning.

Aligning ink cartridges

If your print quality is not satisfactory, you may need to align your ink cartridges or clean the nozzles.

To align the cartridges

At the BT MultiJet 3000 :
Load plain paper in the printer.

Either, at the BT MultiJet 3000:
Print an alignment page using the front control panel:

Press and hold the **Scan** button for 3 seconds. The display will show CARTRIDGE ALIGN?

Press the **Start/Yes** button. The alignment page is printed.

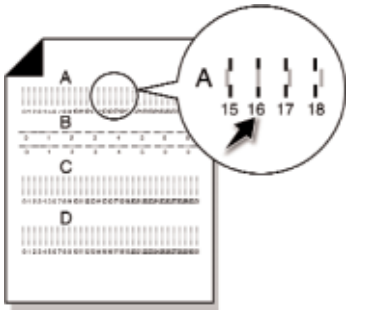
Or, from your PC
Open the Control Program via **Start, Settings, Printers,** right click MJ3 printer icon and select **MJ3 Control Program**

Click on **Cartridges tab**

Select **Align Cartridges**.

The alignment page is printed.

Important
If you have installed a new cartridge an alignment page is printed automatically. It is important you follow this procedure for the best quality printing.



The test page has several alignment patterns, depending on the cartridge combination installed.

Under each group – **A B C D** - on the page, select the alignment number for the pattern that comes closest to forming a straight line. You can now set these numbers for your machine.

Either, at your BT MultiJet 3000:

The display shows the first group letter A.

Press the **Adjust** buttons to select the alignment number you want for group A.

Press **START/YES** to display B.

Use the **Adjust** buttons to select the alignment number for group B. Repeat for groups C and D.

The cartridges are now aligned.

Or, from your PC screen:

If alignment was initiated from the PC

Enter the numbers for all the patterns into the **Align Cartridges dialog box**.

Click **OK**.

To clean the print nozzles

Load plain paper in the printer.

Either, at the BT MultiJet 3000:
Print a nozzle test page using the front control panel:

Press and hold the **Scan** button for 3 seconds. The display will show **CARTRIDGE ALIGN?**

Press and release the **Scan** button again. The display will show **CARTRIDGE CLEAN?**

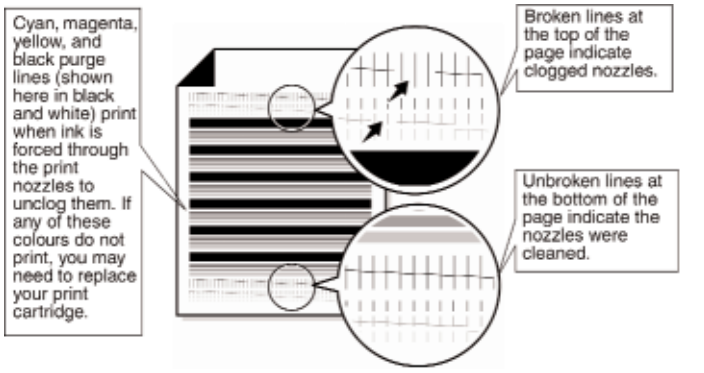
Press the **Start/Yes** button. The nozzle test page is printed.

Or, from your PC
Open the Control Program via **Start, Settings, Printers**, right click MJ3 printer icon and select **MJ3 Control Program**

Click on **Cartridges** tab

Select **Clean Print Nozzles**.

The nozzle test page is printed.


Cyan, magenta, yellow, and black purge lines (shown here in black and white) print when ink is forced through the print nozzles to unclog them. If any of these colours do not print, you may need to replace your print cartridge.
Broken lines at the top of the page indicate clogged nozzles.
Unbroken lines at the bottom of the page indicate the nozzles were cleaned.

Compare the diagonal line above the printed bars to the diagonal line below the printed bars. Look for a break in the diagonal lines above the printed bars. A broken line indicates clogged nozzles. If the bottom line still has breaks, run the test up to two more times.

If the print quality is satisfactory after running the test three times, the print nozzles are clean and you do not need to wipe them.

If the print quality of both lines is not satisfactory after running the test three times, wipe the print cartridge nozzles as shown below.

Wiping print nozzles and contacts

If the print quality does not improve after cleaning the print nozzles you may need to wipe dried ink from the nozzles.

Dampen a clean cloth with water and gently wipe the entire gold-coloured area, including the nozzles located on the bottom of the ink cartridge.

When cleaning the colour cartridge wipe the nozzles in one direction so the colours do not mix.

To dissolve any dried ink, hold the damp cloth against the nozzles for about 3 seconds. Gently blot and allow the gold-coloured area to dry.
Allow the gold-coloured area to dry

Warning
DO NOT TOUCH THE CONTACTS OF THE CARTRIDGE CARRIER
The contacts can be easily damaged and electrostatic discharge may occur which will damage the print control circuits.

Preserving print cartridges

To ensure the longest life from your print cartridges and optimum performance from your BT MultiJet 3000:

Keep a new print cartridge in its packaging until you are ready to install it.

Do not remove a print cartridge except to replace, clean, or store it in an air-tight container.

The print cartridge will not print correctly if it is removed and left exposed to air for more than a couple of weeks.

When a print cartridge runs out of ink, leave it in your BT MultiJet 3000 until you are ready to replace it as printing with one of the print cartridge carriers empty could shorten the working life of your printer.

We do not recommend refilling your cartridges. This can affect print quality and could damage the BT MultiJet 3000. BT´s Limited Warranty does not cover repair of failures or damage caused by a refilled cartridge.

General information

Guarantee information

Subject to the terms listed below the guarantee will provide for the repair of, or at BT's or its agent's discretion the option to replace the BT MultiJet 3000, or any component thereof, which is identified as faulty or below standard, or as a result of inferior workmanship or materials. Products over 28 days old from the date of purchase may be replaced with a refurbished product.

The conditions of the guarantee are:

- The guarantee shall only apply to defects that occur within 12 months from the date of purchase, provided that the equipment is sent to the repair address within this period.

- This guarantee does not cover any faults or defects caused by accidents, misuse, fair wear and tear, neglect, tampering with the equipment, or any attempt at adjustment or repair other than through approved agents.

- This guarantee does not affect your statutory rights.

- **BT Helpline 0845 074 0750**

Helpline support and product returns

1. If the Helpline is unable to resolve a problem over the phone, the following will apply:

1.1. The Helpline will require the customer to provide details of where the BT MultiJet 3000 was purchased and method of payment.

1.2. If the BT MultiJet 3000 was purchased within 28 days a brand new replacement will be despatched by courier to the customer.

1.3. If the product was purchased more than 28 days ago and within the guarantee period a 'loan' BT MultiJet 3000 will be despatched by courier to the customer.

2. If 1.3 applies, the original BT MultiJet 3000 will be repaired free of charge subject to the conditions in clause 5. BT's normal repair times for most faults is 14 days. If the BT MultiJet 3000 is beyond economical repair we will replace it with a brand new BT MultiJet 3000. On completion of repair the customer will be contacted and gtiven the option of the return of the original repaired BT MultiJet 3000 and free collection of the loan BT MultiJet 3000 or at the customer's choice retention of the loan BT MultiJet 3000.

3. A new of loan BT MultiJet 3000 will be delivered by courier. If a Helpline call is received by 4pm we can arrange an overnight courier, but will agree a delivery with the customer. On delivery of the new loan or repaired BT MultiJet 3000 as appropriate, the customer must promptly replace it in the case

with the faulty BT MultiJet 3000 or loan BT MultiJet 3000 to enable the courier to return it to BT.

4. If the customer decides to retain the loan BT MultiJet 3000 the balance of the original guarantee will transfer to this BT MultiJet 3000.

5. This guarantee does not cover the fair wear and tear or accidental damage or damage caused by improper installation. The guarantee will not apply if upon inspection it is established that unauthorised repairs or modifications have been made to the BT MultiJet 3000.

   In such circumstances the customer will be sent a condition report with the choice of either a) paying the cost of repair of the faulty BT MultiJet 3000 or b) the carriage charges incurred in having the original BT MultiJet 3000 returned unrepaired and the loan BT MultiJet 3000 collected.

6. The liability of BT under the terms of the guarantee is limited to the exchange of the BT MultiJet 3000 or the repair and return of the original BT MultiJet 3000.

7. Excluded from this guarantee are accessories, consummables, e.g. ink cartridge.

8. This guarantee applies to the original customer only and is not transferable.

9. This guarantee does not affect the customer's statutory rights.

Outside the 12 month guarantee period:

If your product needs repair after the guarantee period has ended, we recommend that you call the Helpline and ask for details of our recommended repairers.

Returning the product:

If the Helpline is unable to remedy the problem they will ask you to return your BT MultiJet 3000.
Remove both print cartridges. Lock the scanner. Place the machine in its original packaging. If that is not possible, use a large box and plenty of packing material. Please remember to include all parts, including line cords and mains power plug. We cannot take responsibility for products damaged in transit.

Please obtain and keep proof of posting or delivery.

A copy of the proof of purchase such as your receipt must be returned with your product.

Technical specification

System requirements

The minimum PC requirements for running your BT MultiJet 3000 and Unimessage Pro are:

PC with CD-ROM drive running Windows 98 Second Edition, Millennium Edition or 2000.

Minimum recommended specification:

- Pentium 120MHz, 32 MB Ram when running Windows® 98 Second Edition or Windows® ME.
- Pentium 133MHz, 64 MB Ram when running Windows® 2000 Professional – 128 MB Ram recommended.

- A USB port for connecting your BT MultiJet 3000 to the PC
- 24-Bit colour video card and driver.
- A fax and data modem. To use colour fax, a class 1 compatible fax modem is required.

Please note that though Unimessage Pro will operate on the above specification PC this is a minimum. Unimessage Pro will run faster when used on a PC with a faster processor or with more RAM. If you are using other applications on your PC at the same time as Unimessage Pro, a faster processor and additional RAM are highly recommended.

Scanner:

Scanner Type:	Desktop
Scanning Method:	Colour CCD
Resolution:	Max.600 x 600 dpi
Number of bits:	Black/White: 12bit Colour: 36 bit
Scanning speed:	Colour: 34 seconds/ page 300dpi Colour: 100 seconds/page 600dpi Black: 34 seconds/page 300dpi Black: 68 seconds/page 600dpi
Scanner Driver:	Twain compliant

Printer:

Printing method:	Inkjet, 2 Heads
Print nozzles:	Black: 208 nozzles, Colour:64 nozzles x 3 colours
Resolution:	Max.1200 x 1200 dpi
Printing speed:	Colour: 30seconds/page Quick mode Black: 14 seconds/-page, Quick mode
Margin:	Upper:1.7mm, bottom 12.7mm Right/left: 3.4mm
Paper size:	A4, letter,B5, A5, envelope, label, post card, banner paper
Paper type:	plain paper, coated paper, photo paper, glossy paper,Iron-on transfer paper, transparency paper.

Copier:

Copying speed:	Quick mode: Colour: 1st copy: about 50 seconds. From 2nd copy: about 39 seconds/page Black: 1st copy: about 37seconds, From 2nd copy: about 16seconds/ page
PC I/F:	USB
AC Adapter:	Input 220/240v Output 30v
Power Consumption:	Copy max = 33W, Power on (stand-by)=15W
Dimension:	468(W) x 430(D) x 262(H) mm
Weight:	6.6kg

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